DOCUMENT RESUME

ED 219 513 CE 032 858

AUTHOR Jones, Linda C.
TITLE Missouri Career Education. Career Resource Center Bibliography.
INSTITUTION Missouri State Dept. of Elementary and Secondary Education, Jefferson City. Div. of Career and Adult Education.
PUB DATE 81
NOTE 246p.; For related documents see ED 217 221-229.

EDRS PRICE MF01/PC10 Plus Postage.
DESCRIPTORS Annotated Bibliographies; Audiotape Recordings; Books; *Career Education; *Disabilities; Educational Resources; Elementary Secondary Education; Ethnic Stereotypes; Films; Filmstrips; *Instructional Materials; *Resource Materials; Sex Stereotypes; Slides; Stereotypes; Visual Aids
IDENTIFIERS Career Education Resource Center MO; *Missouri

ABSTRACT

This bibliography contains a listing of 1276 materials in the Career Education Resource Center available for preview or short-term loan to Missouri educators. The first six sections classify materials by Elementary, Junior High, Senior High, Professional, Stereotyping, and Special Needs. Within each section materials are listed alphabetically by title (including accession number) according to type of media. These types of media are specified: printed materials, filmstrips and slides, kits and miscellaneous (flashcards, games, audio recordings, posters), and films (16 mm). Following these six sections with alphabetical listings is a section with the annotations. Arranged by accession number, materials are identified by title, author, source and address, date of publication, and brief description. The bibliography has an alphabetical listing of publishers of Career Education materials and sources of free, free loan, and/or inexpensive Career Education materials. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED219513

MISSOURI CAREER EDUCATION
CAREER RESOURCE CENTER BIBLIOGRAPHY

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

ARTHUR L. MALLORY
COMMISSIONER

DIVISION OF CAREER AND ADULT EDUCATION

B. W. ROBINSON
ASSISTANT COMMISSIONER

1981

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

✓ This document has been reproduced as received from the person or organization originating it.

☐ Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

D. Lund

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CHARLES FOSTER
DIRECTOR, PUPIL PERSONNEL SERVICES

MARION F. STARR
STATE SUPERVISOR, CAREER EDUCATION

CE 032858

THIS PUBLICATION COMPILED AND DEVELOPED FOR THE DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION BY LINDA C. JONES.

FOREWORD

Missouri Career Education

As Career Education around the state continues to expand and become an on-going program, we must also continue to expand and develop the state level Career Resource Center. The primary purpose of the Career Resource Center is to aid in the promotion of Career Education by providing information and materials to local schools as they plan, implement and evaluate their own local programs. The Career Resource Center has as another chief purpose that of providing information that will develop Career Education as a program concept.

Career Education as a program concept not only embraces all of the academic and vocational subject areas, but it also includes preparation (training) that will help today's youth to prepare for all of life's decisions. A Career Education Program will enable the students to understand themselves, become aware of their potential and to be able to relate these to the world around them. The concept of Career Education is not complete if its prime focus is only on academic and vocational skills--it must include learnings in interpersonal and intrapersonal relationships if our youth are to more fully understand themselves and others. A total Career Education Program must focus on the life-span of individuals--we must consider life-styles of the future--we must provide educational experiences that are concerned with meeting the needs of today and tomorrow. Career Education, then, includes the teaching of skills, knowledges and understandings that are needed for developing a total life-style. It is education for planning and decision making--it is learning to select attainable goals for oneself--it is making plans and decisions, along the educational path toward the achievement of one's goals.

The Center is designed to provide Missouri educators with the opportunity to preview materials they are considering for purchase. A broad range of materials suitable for a K-12 Career Education Program have been purchased and they are available for preview in Jefferson City. Many of the materials are available on a loan basis to school districts in the state. An important point is that only materials which have been reviewed and found to be worthwhile and materials recommended by someone who has used them are purchased for the Center.

In addition to having commercially prepared materials available, the Career Resource Center has materials developed through the Career Education Grant Award Program and other Career Education Projects funded in Missouri schools.

It is our hope that educators across the state will utilize this publication and the materials available through the Career Resource Center to promote and strengthen their Career Education Programs.

Marion F. Starr
State Supervisor
Career Education

INSTRUCTIONS FOR USING BIBLIOGRAPHY

The Career Education Resource Center serves Missouri career educators in two major ways: (1) It houses a collection of professional materials that may be used in the planning, implementation, and evaluation of a Career Education Program. (2) It serves as a center for evaluation and/or loan of Career Education materials.

This bibliography contains a listing of materials in the Career Resource Center available for preview or short-term loan to Missouri educators.

The bibliography has an alphabetical listing of materials by title (including accession number) according to grade level and type of media. You will find materials classified by Elementary, Junior High, Senior High, Professional, Stereotyping, and Special Needs.

Following the alphabetical listing of resource materials you will find a section with the annotations. In this section you will find a brief description of all the materials housed within the resource center. The materials in this section have been arranged according to accession number. When requesting materials, please include both the accession number and title of each item. In some cases, a certain title will be a part of a series of materials that has been produced. In that situation, the annotation will cover the entire series of materials.

Finally, the bibliography has a listing of publishers of Career Education materials and sources of free, free loan and/or inexpensive Career Education materials.

Career Education Resource Materials Elementary
Career Education Resource Materials Junior High
Career Education Resource Materials Senior High
Career Education Resource Materials Professional
Career Education Resource Materials Stereotyping
Career Education Resource Materials Special Needs
Career Education Resource Materials Titles and Annotations
Publishers of Career Education Materials

ELEMENTARY - PRINTED MATERIALS

About Friendly Helpers Around Town - 8
About Friendly Helpers for Health and Safety - 3
About Helpers Who Work at Night - 4
About School Helpers - 7
About the People Who Run Your City - 2
About Policemen Around the World - 5
About Postmen - 6
. . . And Master of None - 495
BHQ Career Concept Cards - 291
Basic Measurement and Related Careers: Level A - 110
Basic Measurement and Related Careers: Level B - 111
Basic Measurement and Related Careers: Level C - 112
Basic Measurement and Related Careers: Level D - 114
A Book About Me - 1
Career Education Curriculum Project - 141-171
Career Education Methods and Processes - 141
Career Education Teacher's Guides - 110-130
Careers in Technology - 115
Careers in Visual Art - 116
Children's Dictionary of Occupations - 134
Cities - 213
Come to Work With Us in a Hospital - 106
Come to Work With Us in a T.V. Station - 108
Come to Work With Us in a Toy Factory - 109
Come to Work With Us in Aerospace - 104
Come to Work With Us in an Airport - 105
Come to Work With Us in House Construction - 107
Creating Greeting Cards: A Business Brings Pleasure - 117
Economic and Career Awareness: Level A - 118
Economic and Career Awareness: Level B - 119
Economic and Career Awareness: Level C - 120
Experiential Development Program - 138-140
Exploring the World of Work - 121

Families - 217
Just Me - 122
Learning About Businesses - 123
Learning About Careers, Book I - 364
Learning About Careers, Book II - 365
Learning About Wood Construction - 124
Love and Sex and Growing Up - 922
Making Toys Through Teamwork - 124
My Career Workbook I - 137
Myself and Others at Home and School - 125
Neighborhoods - 239
The Newspaper as a Career Education Resource - 180
Our Working World - 213, 217, 239, 246
People Who Work With Animals - 126
Physical Education for Tomorrow - 127
Regions of the World - 246
The Service Station - 128
The Supermarket - 129
What Do You Like? What Do You Do? - 152
Working With Trees - 130
You and New Things To Do - 154
You and Others, Program C - 140
You and Your Choices; A Module on Decision-Making Influences - 146
You and Your Family, Program A - 138
You and Your Friends, Program B - 139
You at Work: Who...Where...When... - 158
You at Work: Who...Where...When... - 159
You Can Decide; Life Career Planning - 144
You + ??? = Friendship - 150
You + Others = ??? - 148
You: Who...Where...When... - 155
You: Who...Where...When... - 157

ELEMENTARY - FILMSTRIPS AND SLIDES

Belonging to a Group - 282
Building the Nation - 344
Career Awareness Field Trips - 97-102
Career Awareness Program - 93-96
Careers (Slides) - 1218
Discovering Your Personality - 282-284
Educating the People - 347
Education: Who Needs It? Set 1 - 184
Education: Who Needs It? Set 2 - 186
Electricity and Me - 1210
Energy--Now and in the Future - 1213
Exploring Your Feelings - 283
First Things: Social Reasoning - 182-183
Health Occupations - 93
How Can You Work Things Out? - 182
How Would You Feel? - 183
I Am Loveable and Capable - 1063
It's In Your Hands (and) What Else Do Fathers Do? (and) Just What Do Mothers Do? - 87
KEYS - Career Exploration - 261
Learning About Others - 89
Learning About Yourself - 92
Learning to Solve Problems - 90
Learning to Use Your Mind - 91
Let's Learn to Study - 103
Little Things That Count - 203
Lollipop Dragon Series - 188
Me, Myself and I - 204
New Horizons for Women - 349
Off We Go to the Aquarium - 97
Off We Go to the Auto Proving Grourd - 98
Off We Go to the Bike Factory - 99
Off We Go to the House Built in a Hurry - 100
Off We Go to the Orange Grove - 101

Elementary - Filmstrips and Slides (Continued)

Off We Go to the Poster Printer - 102

Patterns of Behavior - 202

People at Work - 344, 347, 349

Personal Services - 94

A Powerful Friend - 1209

Productivity - 942

Public Service - 95

Sesame Street Skills for Growing - 89-92

Targo Explores the World of Work - 189

Trade-Offs - 942

Transportation - 96

Understanding Values - 205

Values - 206

Wally the Worker Watcher (and) The Newspaper Boy (and) Junior Homemaker - 88

Who Are You? - 284

The Wonder of It All - 1064

Wonderful World of Work - 87-88

World of Work Adventures of the Lollipop Dragon - 188

ELEMENTARY - KITS AND MISCELLANEOUS

Also included in this section are flashcards, games, audio recordings, and posters. Unless designated otherwise, titles will be in the form of instructional kits.

Agri-Business and Natural Resources - 329

The American Way '76 - 273

Argus Posters - 1226

Artistic Games - 324

Awareness - 198

Barney the Baker - 1003

Beginning Concepts/People Who Work. Unit 1 - 193

Beginning Concepts/People Who Work. Unit 2 - 194

Big Blue Marble Career Learning Center - 329-343

Bread and Butterflies - 675

Business and Offices - 330

Can of Squirms--Elementary Primary (Game) - 1197

Can of Squirms--Grade School Intermediate (Game) - 1198

Career Flashcards - 132

Career Education Program - 328

Career Kits for Kids - 1003-1008

Champions and Challengers 2 - 1069

Communications - 331

Computational Games - 326

Construction - 332

Consumer and Homemaking - 333

Dimension - 192

DUSO Kit D-1: Developing Understanding of Self and Others - 207

Electrical Safety In and Around the Home - 1207

Environmental Control - 334

Explore: Unit 1: Work? Play? - 190

Explore: Unit 2: Who? What? When? Why? - 191

Expo 10: Exploring Career Interests - 317-327

Fine Arts and Humanities - 335

Focus on Self Development - 198-200

Elementary - Kits and Miscellaneous (Continued)

Freddy the Fireman - 1004
Headliners II - 1070
Health - 336
Hospitality and Recreation - 337
How to Read Your Electric Meter - 1214
I Wonder (Audio recording) - 496
Involvement - 200
Larry the Letter Carrier - 1005
Literary Games - 321
Manufacturing - 338
Marine Sciences - 339
Marketing and Distribution - 340
Maxi the Taxi Driver - 1006
Mechanical Games - 322
Musical Games - 319
Nellie the Nurse - 1007
Newslab - 225
Outdoor Games - 323
Personal Services - 341
Persuasive Games - 325
Popeye Career Awareness Program - 9-85
Popeye in People at Work Career Awareness Program - 86
Public Services - 342
Reading About Work - 195
Real People at Work, K-6 - 208-211, 1215-1217
Responding - 199
Roll-A-Role (Game) - 1059
Rusty the Construction Worker - 1008
Scholastic Dimension/Careers - 192
Scientific Games - 320
Social Security (Game) - 1058
Social Service Games - 327
Transportation - 343
The Ungame (Game) - 1060
WORK - Widening Occupational Roles Kit - 212

ELEMENTARY - FILMS (16 mm)

About "Bread and Butterflies" - 691
Bread and Butterflies - 675-692
Choosing Changes - 690
Decisions, Decisions - 679
The Divided Man - 815
Elaine Dart: Not Like Other People - 1275
The Giving Tree - 816
I Wish I Were . . . - 823
I Agree . . . You're Wrong! - 682
I Am - 817
I Think - 819
Is It Always Right to be Right - 818
Johnny Baker's Last Race - 1254
Joshua in a Box - 820
Me, Myself and Maybe - 678
Our Own Two Hands - 688
People Need People - 687
Planning Ahead: The Racer - 685
Power Play - 689
School and Jobs - 680
Success Story - 683
Taking Care of Business - 681
Things, Ideas, and People - 686
Treasure Hunt - 676
Using "Bread and Butterflies" - 692
The Way We Live - 684
Work Means - 677

Career Education Resource Materials Elementary
Career Education Resource Materials Junior High
Career Education Resource Materials Senior High
Career Education Resource Materials Professional
Career Education Resource Materials Stereotyping
Career Education Resource Materials Special Needs
Career Education Resource Materials Titles and Annotations
Publishers of Career Education Materials

JUNIOR HIGH - PRINTED MATERIALS

Alcohol as a Crutch - 885
. . . And Master of None - 495
The Arts and Humanities Cluster - 792
BHQ Career Concept Cards - 291
The Business and Office Cluster - 794
Business Careers Kit - 1180
Can You Talk With Someone Else? - 888
Career Communications Series - 497-498
Career Development Activities - 499
Career Education Curriculum Project - 141-171
Career Education Methods and Processes - 160
Career Exploration and Planning - 848
Career Exploration and Planning, Teacher's Manual - 1177
Career Exploration in Life Sciences - 173
Career Exploration in the Earth Sciences - 172
Career Exploration in the Physical Sciences - 174
Career Exploration Through Mathematics - 255
Career Information Center - 951
Career Orientation Series - 792-808
Career World - 1048
Communication and You - 175
The Consumer and Homemaking Cluster - 796
The Coping With Books - 881-897
Coping With Cliques - 892
Crutches Series - 884-887
Deciding - 299
Deciding: A Leader's Guide - 300
Desk-Top Careers Kits - 1180-1184
Easing the Scene - 889
The Environment Cluster - 798
Exploring Careers - 1196
Exploring Occupations in the Natural Resources - 717
Facts and Fantasies about Alcohol - 881

Junior High - Printed Materials (Continued)

Facts and Fantasies about Drugs - 882
Facts and Fantasies about Smoking - 883
The Family You Belong To - 262
Food as a Crutch - 886
Getting Along With Others Series - 888-891
Grades, What's So Important about Them Anyway? - 893
Handbook of Job Facts - 314
Health Careers Kit - 1182
The Health Cluster - 800
The Hospitality and Recreation Cluster - 802
The Hunter's Guide: Tips to Help You Get a Job (Or, How Not to be Embarrassingly and Unproductively Unemployed) - 773
I'd Rather Do It Myself, If You Don't Mind - 894
In Front of the Table and Behind It - 890
Industrial Careers Kit - 1183
Janus Job Interview Guide - 375
Janus Job Planner - 376
Janus Survival Guides - 377-378, 1085-1088
The Jobs Book: How to Find and Keep a Job - 297
The Jobs You Get - 263
The Language You Speak - 267
Living With Loneliness - 895
Love and Sex and Growing Up - 922
The Marine Science Cluster - 806
The Marketing and Distribution Cluster - 804
The Mind Benders - 887
The Money You Spend - 264
My Job Application File - 360
The Newspaper as a Career Education Resource - 180
The Newspapers You Read - 268
Occupational Guidance - 362
Occupational Source Book; Military-Civilian - 361
Occupations: Military-Civilian Occupational Source Book - 316
Parents Can be a Problem - 896
People and Choices: Career Folios - 275
The Person You Are - 265

Junior High - Printed Materials (Continued)

The Personal Service Cluster - 808
Planning Your Career - 781
Reading a Newspaper - 1088
Reading Schedules - 1085
Science and Engineering Careers Kit - 1184
Scope/Job Skills - 297-298
Scope Visuals 16; Career Crosswords - 244
So You Want to Go to Work - 779
Some Common Crutches - 884
Speaking to Groups - 497
The Television You Watch - 269
To Like and Be Liked - 891
The Town You Live In - 266
Turner-Livingston Communication Series - 267-269
Turner-Livingston Reading Series - 262-266
Understanding Self - 176
What's It Like to be a Technician? - 780
What's It Like to be an Engineer? - 778
What's It Like to Work in the Business World? - 777
You and Your Interests: Old and New - 163
You at Work: Who...Where...When... - 161
You + ??? = Communication - 164
You: Deciding and Planning - 165
You: Who...Where...When... - 162
You-Yourself Series - 892-897
Your Career in the World of Work - 500
Your Personality, Your Health, Your Job - 178

JUNIOR HIGH - FILMSTRIPS AND SLIDES

Adolescent Conflicts - 277-281

The Adolescent Experience - 231-233

Belonging to a Group - 282

Building the Nation - 344

Career Choice: A Lifelong Process - 237

Career Exploration Series - 272, 790

Career Values: What Really Matters to You? - 234

Careers (Slides) - 1218

Careers and Lifestyles, Set 1 - 235

Careers and Lifestyles, Set 2 - 236

Careers by Hoffman; Occupational Learning System - 229

Careers in Education - 346

Careers in Energy - 345

Careers in Music - 286

Coping with Competition - 277

Coping with Jealousy - 278

Dealing with Anger - 280

Dealing with Group Pressure - 279

Developing Values - 231

Development of Drugs and Their Role - 253

Discovery (A Career Education Program from Scholastic) - 950

Discovering Your Personality - 282-284

Drugs in Today's World - 252

The Economics of Energy, the Environment and the Public Utility Enterprise - 1208

Educating the People - 347

Education for Occupations - 270

Electric Energy: Utilization/Generation/Transmission/Distribution/ Conservation (Slides) - 1211

Electricity and Me - 1210

Energy--Now and in the Future - 1213

Exploring Careers in Service - 224

Faces of Man - 1061

The Fascinating World of Work; Career Awareness Series - 351-355, 1257-1259

Junior High - Filmstrips and Slides (Continued)

Fuzzies - 1062
Getting a Job and Keeping Your Job - 969
Getting Your Money's Worth - 251
I Am Loveable and Capable - 1063
Improving Your Study Skills - 230
Job Hunting: Where to Begin - 254
Job Survival Skills - 864
KEYS - Career Exploration - 261
Labor Unions: What You Should Know - 238
Leisure Time: Busy or Bored? - 271
Man and His Music - 286-289
Melody - 287
The New American Farmer - 201
New Horizons for Women - 349
People at Work - 344, 347, 349
Productivity - 942
Repair and Maintenance - 790
Roots of Democracy - 289
Rhythm - 288
Seeking Independence - 281
Setting Goals - 232
Shaping Identity - 233
Trucking--Land Transportation - 272
Understanding Values - 205
Who Are You? - 284
Why Am I Afraid to Tell You Who I Am? - 1219
The Wonder of It All - 1064

JUNIOR HIGH - KITS AND MISCELLANEOUS

Also included in this section are flashcards, games, audio recordings, and posters. Unless designated otherwise, titles will be in the form of instructional kits.

Agri-Business and Natural Resources - 329

The American Way '76 - 273

Argus Posters - 1226

Artistic Games - 324

Big Blue Marble Career Learning Center - 329-343

Bread and Butterflies - 675

Business and Offices - 330

Can of Squirms--Generation Gap (Game) - 1201

Can of Squirms--Grade School Intermediate (Game) - 1198

Can of Squirms--Junior High (Game) - 1199

Can of Squirms--Teenage Sex Education (Game) - 1200

Career Education Program - 328

Career Planning; Alternatives and Misconceptions - 457

Champions and Challengers 2 - 1069

Choosing Your Career - 256-257

Communications - 331

Computational Games - 326

Construction - 332

Consumer and Homemaking - 333

Decision Making for Career Development; A Role-Playing Program (Audio recording) - 469

Electrical Safety In and Around the Home - 1207

Environmental Control - 256

Environmental Control - 334

Expo 10: Exploring Career Interests - 317-327

Fine Arts and Humanities - 335

Headliners II - 1070

Health - 336

Health Work - 257

Hospitality and Recreation - 337

How to Read Your Electric Meter - 1214

Junior High - Kits and Miscellaneous (Continued)

I Wonder (Audio recording) - 496
Innerchange: A Journey into Self-Learning Through Group Interaction - 994
Job Experience Kits - 276
Job Family Series - 259
Literary Games - 321
Manufacturing - 338
Marine Sciences - 339
Marketing and Distribution - 340
Mechanical Games - 322
Musical Games - 319
New City Telephone Company Simulation Game - 312
Newslab - 225
Occupational Exploration Kit - 260
Opportunity - 274
Outdoor Games - 323
Personal Services - 341
Persuasive Games - 325
Popeye Career Awareness Program - 9-85
Popeye in People at Work Career Awareness Program - 86
Preparing for Adolescence (Audio recording) - 1138
Public Services - 342
Scientific Games - 320
Social Security (Game) - 1058
Social Service Games - 327
Transition - 939
Transportation - 343
The Ungame (Game) - 1060

JUNIOR HIGH - FILMS (16 mm)

Bias (A 4-Letter Word) - 1271
Bread and Butterflies - 675-692
Choosing Changes - 690
Decisions, Decisions - 679
The Divided Man - 815
Elaine Dart: Not Like Other People - 1275
The Giving Tree - 816
I Agree . . . You're Wrong! - 682
I Am - 817
I Think - 819
Is a Career as a Technician for You? - 1009
Is a Career in Agri-Business for You? - 1046
Is a Career in Atomic Energy for You? - 1042
Is a Career in Banking for You? - 1026
Is a Career in Bench Work for You? - 1041
Is a Career in Business Administration for You? - 1023
Is a Career in Civil Aviation for You? - 1040
Is a Career in Clerical Work for You? - 1019
Is a Career in Electronics Manufacturing for You? - 1018
Is a Career in Finance, Insurance or Real Estate for You? - 1017
Is a Career in Fishing or Forestry for You? - 1038
Is a Career in Food Preparation for You? - 1039
Is a Career in Government for You? - 1014
Is a Career in Industrial Chemicals for You? - 1034
Is a Career in Iron and Steel for You? - 1043
Is a Career in Machining for You? - 1012
Is a Career in Management for You? - 1021
Is a Career in Mining, Petroleum or Gas Production for You? - 1045
Is a Career in Motor Freight Transportation for You? - 1028
Is a Career in Motor Vehicle or Equipment Manufacturing for You? - 1027
Is a Career in Processing for You? - 1037
Is a Career in Radio or Television for You? - 1015
Is a Career in Structural Work for You? - 1033

Junior High - Films (Continued)

Is a Career in the Aero-Space Industry for You? - 1031
Is a Career in the Electric Power Industry for You? - 1035
Is a Career in the Health Services for You? - 1010
Is a Career in the Hotel or Motel Business for You? - 1016
Is a Career in the Natural Sciences for You? - 1030
Is a Career in the Performing Arts for You? - 1036
Is a Career in the Professions for You? - 1020
Is a Career in the Pulp and Paper Industry for You? - 1044
Is a Career in the Restaurant Business for You? - 1024
Is a Career in the Service Industries for You? - 1013
Is a Career in the Social Sciences for You? - 1025
Is a Career in the Telephone Business for You? - 1032
Is a Career in the Textile or Apparel Industry for You? - 1029
Is a Railroad Career for You? - 1047
Is a Sales Career for You? - 1011
Is It Always Right to be Right - 818
Johnny Baker's Last Race - 1254
Johnny Lingo - 1252
Joshua in a Box - 820
The Library of Career Counseling Films - 1009-1047
Me, Myself and Maybe - 678
Our Own Two Hands - 688
People Need People - 687
Planning Ahead: The Racer - 685
Power Play - 689
School and Jobs - 680
Success Story - 683
Taking Care of Business - 681
Things, Ideas, and People - 686
Treasure Hunt - 676
The Trophy Case - 1274
Using "Bread and Butterflies" - 692
The Way We Live - 684
Work Means - 677
The World of Work - 1022

Career Education Resource Materials Elementary
Career Education Resource Materials Junior High
Career Education Resource Materials Senior High
Career Education Resource Materials Professional
Career Education Resource Materials Stereotyping
Career Education Resource Materials Special Needs
Career Education Resource Materials Titles and Annotations
Publishers of Career Education Materials

SENIOR HIGH - PRINTED MATERIALS

Activities for Succeeding in the World of Work - 296
Air Force Style; Basic Training - 586
Air Transportation - 436
Alcohol as a Crutch - 885
. . . And Master of None - 495
Army Occupational Handbook - 431
The Art of Developing a Career; A Helper's Guide - 309
BHQ Career Concept Cards - 291
Banking - 437
Business Careers Kit - 1180
Can You Talk With Someone Else? - 888
Career Communications Series - 497-498
Career Core Competencies: A Cooperative Work-Experience Program - 471
Career Development Activities - 499
Career Education Curriculum Project - 141-171
Career Education in the Natural Resources - 306-308
Career Education Methods and Processes - 160
Career Education Teacher's Guides - 172-179, 996
Career Exploration and Planning - 848
Career Exploration and Planning, Teacher's Manual - 1177
Career Information Center - 434
Career World - 1048
Careers: An Overview - 388
Careers: Exploration and Decision - 381
Careers in Communications Media-Instructor Guideline - 305
Chronicle Occupational Briefs - 1179
College Placement Annual, 1980 - 1129
Communication and the Arts - 434
Communication: Drafting - 394
Communication: Electricity and Electronics - 396
Communication: Graphic Arts - 398
Communication: Industries and Careers - 400
Communication: Photography - 402

Construction: Architectural Drawing - 404
Construction: Systems and Materials - 407
Construction: Techniques - 410
The Coping With Books - 881-897
Coping With Cliques - 892
Crutches Series - 884-887
Deciding - 299
Deciding: A Leader's Guide - 300
Decisions and Outcomes - 302, 865
Desk-Top Careers Kits - 1180-1184
Don't Get Fired! 13 Ways to Hold Your Job - 1099
Easing the Scene - 889
Energy and Transportation: Automechanics - 413
Energy and Transportation: Industry and Careers - 415
Energy and Transportation: Power - 417
Energy and Transportation: Small Engines - 419
Exploring Careers in Business Occupations - 311
Exploring Your Future in Agriculture - 435
Exploring Your Future in Construction - 438
Exploring Your Future in Hospitals - 441
Exploring Your Future in Hotels and Restaurants - 442
Exploring Your Future in Insurance - 443
Exploring Your Future in Manufacturing (Salaried) - 444
Exploring Your Future in Recreation, Parks, and Youth Services - 451
Exploring Your Future in the Graphic Arts - 439
Exploring Your Future in the Public Utilities - 450
Facts and Fantasies about Alcohol - 881
Facts and Fantasies about Drugs - 882
Facts and Fantasies about Smoking - 883
The Family You Belong To - 262
Find a Career in Education - 1178
Food as a Crutch - 886
Getting Along With Others Series - 888-891
Go For It! - 1134
Grades, What's So Important about Them Anyway? - 893

Senior High - Printed Materials (Continued)

Growing on the Job - 471

Guide for Occupational Exploration - 1130

Handbook of Job Facts - 314

Health Careers Kit - 1182

How to Get a Better Job Quicker - 918

The Hunter's Guide: Tips to Help You Get a Job (Or, How Not to be Embarrassingly and Unproductively Unemployed) - 773

I'd Rather Do It Myself, If You Don't Mind - 894

In Front of the Table and Behind It - 890

Industrial Careers Kit - 1183

Introduction to Design - 392

Introduction to Health Careers - 384

Janus Job Interview Guide - 375

Janus Job Planner - 376

Janus Survival Guides - 377-378, 1085-1088

Job Application and Interview - 304

The Jobs Book: How to Find and Keep a Job - 297

Jobs in Your Future - 298

The Jobs You Get - 263

The Language You Speak - 267

Life Skills Series--Working Skills - 309

Living With Loneliness - 895

Manufacturing: Industry and Careers - 423

Manufacturing Processes: Ceramics - 421

Manufacturing Processes: Metals - 425

Manufacturing Processes: Plastics - 427

Manufacturing Processes: Woods - 429

Manufacturing Wage - 445

Mathematics and Related Careers - 996

The Mind Benders - 887

Modular Exploration of Technology Series - 388-429

The Money You Spend - 264

Motor Transportation - 446

My Job Application File - 360

The National Guidance Handbook - 380

Natural Resources Technologies - 307

Senior High - Printed Materials (Continued)

Need a Lift? - 552
The Newspaper as a Career Education Resource - 180
The Newspapers You Read - 268
Occupational Guidance - 362
Occupational Outlook Handbook, 1978-79 - 385
Occupational Preparation in the Natural Resources - 308
Occupational Source Book; Military-Civilian - 361
Occupations: Military-Civilian Occupational Source Book - 316
Parents Can be a Problem - 896
The Person You Are - 265
Personal Profiling Form - 447
Planning Your Career - 781
Practical Education Program - 1152
Professions - 448
Protective Agencies - 449
Reading a Newspaper - 1088
Reading Schedules - 1085
Science and Engineering Careers Kit - 1184
Scope/Job Skills - 297-298
Scope Visuals 16; Career Crosswords - 244
Self-Appraisal for Decision Making and Career Planning - 179
Sextant Series - 435-451
So You Want to Go to Work - 779
Some Common Crutches - 884
Speaking to Groups - 497
The Television You Watch - 269
The Three Boxes of Life and How to Get Out of Them - 970
To Like and Be Liked - 891
The Town You Live In - 266
Turner-Livingston Communication Series - 267-269
Turner-Livingston Reading Series - 262-266
Understanding Self - 176
What Interests You? - 170
What's It Like to be a Technician? - 780
What's It Like to be an Engineer? - 778
What's It Like to Work in the Business World? - 777

Senior High - Printed Materials (Continued)

Work in the Navy--A Description of Navy Officer and Enlisted Occupations - 1002

You and Your Plans - 167

You + Transactional Strategies = ??? - 171

You at Work: Who...Where...When... - 168

You: Who...Where...When... - 169

You-Yourself Series - 892-897

Your Career in the World of Work - 500

Your Personality, Your Health, Your Job - 178

You're Hired! Getting the Right Job For You - 522

SENIOR HIGH - FILMSTRIPS AND SLIDES

Adolescent Conflicts - 277-281

The Adolescent Experience - 231-233

The American Free Enterprise Economic System - 470

Career Choice: A Lifelong Process - 237

Career Exploration Series - 272, 790

Career Values: What Really Matters to You? - 234

Careers and Lifestyles - 235-236

Careers by Hoffman; Occupational Learning System - 229

Careers in Education - 346

Careers in Energy - 345

Careers in Music - 286

Careers: Jobs and Education - 1113

Charge It, Please (and) The Wise Consumer - 456

Choosing Your Career - 462

Coping with Competition - 277

Coping with Jealousy - 278

Dealing with Anger - 280

Dealing with Group Pressure - 279

Developing Values - 231

Development of Drugs and Their Role - 253

Discovery (A Career Education Program from Scholastic) - 950

Drugs in Today's World - 252

Economics for Young Americans - 460-461

The Economics of Energy, the Environment and the Public Utility Enterprise - 1208

The Economics of the Energy Problem - 1212

Education for Occupations - 270

Electric Energy: Utilization/Generation/Transmission/Distribution/ Conservation (Slides) - 1211

Electricity and Me - 1210

Exploring Careers in Service - 224

Faces of Man - 1061

The Fascinating World of Work; Career Awareness Series - 351-355, 1257-1259

Fuzzies - 1062

Senior High - Filmstrips and Slides (Continued)

Getting a Job and Keeping Your Job - 969

Getting Your Money's Worth - 251

Goofy Goes to Work - 860

I Am Loveable and Capable - 1063

Improving Your Study Skills - 230

Introduction to the World of Work (and) Locating and Applying for a Job - 861

Job Hunting: Where to Begin - 254

Job Survival Skills - 864

KEYS - Career Exploration - 261

Labor Unions: What You Should Know - 238

Leisure Time: Busy or Bored? - 271

Man and His Music - 286-289

Managing Your Money (and) Protection from Economic Loss - 455

Melody - 287

Planning for Success (and) Setting Your Career Goals - 862

Repair and Maintenance - 790

Roots of Democracy - 289

Rhythm - 288

Seeking Independence - 281

Setting Goals - 232

Shaping Identity - 233

Succeeding in the World of Work - 455-456, 861-863, 1049

Trucking--Land Transportation - 272

Who Can Help You? - 463

Why Am I Afraid to Tell You Who I Am? - 1219

The Wonder of It All - 1064

You, Your Employer, and Your Co-Workers (and) Personal Safety - 1049

Your Progress on the Job (and) Human Relationships - 863

SENIOR HIGH - KITS AND MISCELLANEOUS

Also included in this section are flashcards, games, audio recordings, and posters. Unless designated otherwise, titles will be in the form of instructional kits.

Argus Posters - 1226

CPS; Career Planning System - 290

Can of Squirms--Generation Gap (Game) - 1201

Can of Squirms--Teenage Sex Education (Game) - 1200

Can of Squirms--Sales Training (Game) - 1204

Career Education in the Environment - 453

Career Education Program - 328

Career Opportunities Series - 785-789

Career Planning; Alternatives and Misconceptions - 457

Careertapes (Audio recording) - 466-468

Champions and Challengers 2 - 1069

Choosing Your Career - 256-257

Consumer Advertising; The Communications Link Between Buyer and Seller - 459

Decision Making for Career Development; A Role-Playing Program (Audio recording) - 469

Entering the Job Market - 940

Environmental Control - 256

Headliners II - 1070

Health Work - 257

Innerchange: A Journey into Self-Learning Through Group Interaction - 995

Job Experience Kits - 276

Job Family Series - 259

New City Telephone Company Simulation Game - 312

Occupational Exploration Kit - 260

Opportunity - 274

Popeye Career Awareness Program - 9-85

Popeye in People at Work Career Awareness Program - 86

Social Security (Game) - 1058

Subject: English/Object: Career Opportunities - 785

Subject: Foreign Languages/Object: Career Opportunities - 786

Senior High - Kits and Miscellaneous (Continued)

Subject: Mathematics/Object: Career Opportunities - 787

Subject: Science/Object: Career Opportunities - 788

Subject: Social Studies/Object: Career Opportunities - 789

The Ungame (Game) - 1060

Unions and You - 941

The U. S. Army Career and Education Information Center - 452

What You Should Know About a Career as a Filmmaker (Audio recording) - 464

SENIOR HIGH - FILMS (16 mm)

Bias (A 4-Letter Word) - 1271

Elaine Dart: Not Like Other People - 1275

Is a Career as a Technician for You? - 1009

Is a Career in Agri-Business for You? - 1046

Is a Career in Atomic Energy for You? - 1042

Is a Career in Banking for You? - 1026

Is a Career in Bench Work for You? - 1041

Is a Career in Business Administration for You? - 1023

Is a Career in Civil Aviation for You? - 1040

Is a Career in Clerical Work for You? - 1019

Is a Career in Electronics Manufacturing for You? - 1018

Is a Career in Finance, Insurance or Real Estate for You? - 1017

Is a Career in Fishing or Forestry for You? - 1038

Is a Career in Food Preparation for You? - 1039

Is a Career in Government for You? - 1014

Is a Career in Industrial Chemicals for You? - 1034

Is a Career in Iron and Steel for You? - 1043

Is a Career in Machining for You? - 1012

Is a Career in Management for You? - 1021

Is a Career in Mining, Petroleum or Gas Production for You? - 1045

Is a Career in Motor Freight Transportation for You? - 1028

Is a Career in Motor Vehicle or Equipment Manufacturing for You? - 1027

Is a Career in Processing for You? - 1037

Is a Career in Radio or Television for You? - 1015

Is a Career in Structural Work for You? - 1033

Is a Career in the Aero-Space Industry for You? - 1031

Is a Career in the Electric Power Industry for You? - 1035

Is a Career in the Health Services for You? - 1010

Is a Career in the Hotel or Motel Business for You? - 1016

Is a Career in the Natural Sciences for You? - 1030

Is a Career in the Performing Arts for You? - 1036

Is a Career in the Professions for You? - 1020

Is a Career in the Pulp and Paper Industry for You? - 1044

Is a Career in the Restaurant Business for You? - 1024
Is a Career in the Service Industries for You? - 1013
Is a Career in the Social Sciences for You? - 1025
Is a Career in the Telephone Business for You? - 1032
Is a Career in the Textile or Apparel Industry for You? - 1029
Is a Railroad Career for You? - 1047
Is a Sales Career for You? - 1011
Johnny Baker's Last Race - 1254
Johnny Lingo - 1252
Joseph Schultz - 824
The Library of Career Counseling Films - 1009-1047
The Trophy Case - 1274
The World of Work - 1022

Career Education Resource Materials Elementary
Career Education Resource Materials Junior High
Career Education Resource Materials Senior High
Career Education Resource Materials Professional
Career Education Resource Materials Stereotyping
Career Education Resource Materials Special Needs
Career Education Resource Materials Titles and Annotations
Publishers of Career Education Materials

PROFESSIONAL - PRINTED MATERIALS

Activity Idea Bank--Stick Your Neck Out - 1146

The Administration of Career Education - 557-565

Administrator's Career Education Implementation Guide - 1260

An Administrator's Handbook - 711

Adult and Continuing Education: The Next Ten Years - 571

Adult Education Teaching Techniques - 568

The Adult Learner, The World of Work, and Career Education - 1135

Allied Health Education - 509

American Business and School-Based Career Education - 651

Application Activity - 632

Armed Services View - 540

Automated Data Processing in Testing - 838

Baby Boom Equals Career Bust - 730

Basic Concepts in Testing - 839

The British Experience in Educational Change, Careers Education, School Counselor Role and Counselor Training: Implications for American Education - 742

Business/Industry/Labor and Personnel Development in Vocational Education - 581

Business-Industry-Labor Linkages - 584

Career and Vocational Education in the 1980's: Toward a Process Approach - 1163

The Career Data Book: Results from Project Talent's Five-Year Follow-Up Study - 943

Career Development in the Elementary School - 998

Career Development Needs of Adults: How to Improve Career Development Programs - 959

Career Development Needs of Nine-Year Olds: How to Improve Career Development Programs - 933

Career Development Needs of Seventeen-Year Olds: How to Improve Career Development Programs - 504

Career Development Needs of Thirteen-Year Olds: How to Improve Career Development Programs - 934

Career Development Resources - 948

Career Education - 925

Career Education: A Handbook for Implementation - 1165

Career Education: A Priority of the Chief State School Officers - 1162

Professional - Printed Materials (Continued)

Career Education: A Proposal for Reform - 908

Career Education: An Integrating Process - 645

Career Education and Basic Academic Achievement - 935

Career Education and Human Services - 741

Career Education and the Elementary School Teacher - 920

Career Education and the Meanings of Work - 737

Career Education and the Teaching/Learning Process - 740

Career Education and Vocational Education: Similarities and Contrasts - 733

Career Education Consulting Package - 764

Career Education: Contributions to an Evolving Concept - 1159

Career Education Curriculum Development - 871

Career Education: From Concept to Reality - 1001

Career Education Guide - 383

Career Education Handbook for Rural School Administrators - 1169

Career Education: How To Do It - 520

Career Education in Social Studies 7-12 - 1267

Career Education in the High School - 910

Career Education in the Middle/Junior High School - 919

Career Education in the Natural Resources - 306-308

Career Education K-6 Constructional Activities - 515

Career Education--Learning With a Purpose - 1240

Career Education Monograph Series - 749-755, 914-915

Career Education Needs and Assessment - 560

Career Education Personnel Development; Ideas for University Planning - 663

Career Education Personnel Model - 1205

Career Education: Perspective and Promise - 924

Career Education Program - 356-358

Career Education Programs that Work - 984

Career Education Resource Guide - 517

Career Education: Retrospect and Prospect - 518

Career Education Service Center Prototype - 1242

Career Education Survival Manual - 1170

Career Education Teaching/Learning Process - 936

Career Education: The Policies and Priorities of Businesses, Organizations and Agencies - 1190

Professional - Printed Materials (Continued)

Career Education: The Role of School-Related Youth Groups and Voluntary Organizations - 566

Career Education Update - 932

Career Education, Vocational Education, and Occupational Education: An Approach to Defining Differences - 634

Career Education: What It Is and How To Do It - 849

Career Education: What It Is and Why We Need It from Leaders of Industry, Education, Labor, and the Professions - 523

Career Education Workshop Leader's Guide - 1264

Career Education Workshop Participant's Guide - 1262

The Career Educator - 1156, 1158

Career Exploration and Skills Development: The Community Training Site Method - 524

Career Exploration in Marketing and Distribution - 359

Career Exploration: Transportation Cluster - 1137

Career Guidance - 752

Career Guidance: A Handbook of Methods - 999

Career Guidance and the Kudor Interest Inventories - 791

Career Guidance, Counseling and Placement Elements of an Illustrative Program Guide - 506

Career Guidance Counseling for Groups and Individuals; Career Guidance, Counseling, Placement, and Follow-Through Program for Rural Schools - 613

Career Guidance for a New Age - 1171

Career Guidance Information Needs of Rural and Small Schools - 588

Career Guidance: Practice and Perspectives - 1172

Career Guidance Practices in School and Community - 1155

Career Guidance Program Process Handbooks; Career Guidance, Counseling, Placement, and Follow-Through Program for Rural Schools - 612

Career Guidance Program Support Functions; Career Guidance, Counseling, Placement, and Follow-Through Program for Rural Schools - 614

Career Guidance Program Support Information Documents; Career Guidance, Counseling, Placement, and Follow-Through Program for Rural Schools - 611

Career Guidance Resources: A Handbook of Resource Abstracts - Grades K-14 - 591

Career Guidance Techniques for Classroom Teachers - 667

Career Guidance: Who Needs It, Who Provides It, Who Can Improve It - 847

Professional - Printed Materials (Continued)

Career Information and Development - 851-858

Career Life Planning for Americans - 1136

Career Programs - 517

Careers--A Districtwide, School Based Approach - 952

Cashmere, Washington, Career Education Project - 508, 511, 513

A Catalogue of Possibilities: The Community Career Education Resource Center - 1117

Change Strategies and Techniques - 559

Characteristics of Jobs That are Considered Common: Review of Literature and Research - 641

Child Study - 647

Chronicle College Counseling for Transfers - 926

Chronicle Four-Year College Databook - 927

Chronicle Student Aid Annual - 928

Chronicle Two-Year College Databook - 929

Clothing and Textile Services Cluster Guide - 964

Collaboration in State Career Education Policy Development - 1189

College Information and Guidance - 851

College Planning/Search Book - 310

Combining Basic Learner Outcomes for Career Education and Existing Curriculum - 526-534

Communicating Successful Career Education Methods and Procedures in Rural American K-12 Settings - 513

Communicating Successful Career Education Methods and Procedures in Rural American K-12 Settings - 508

The Community and School-Based Career Education - 651-656

Community Involvement and the Schools - 653

Community Involvement in a Career Education Program - 649

Community Learning Resource Guide of Speakers and World of Work Field Trip Experiences - 295

Community Resources and Career Education - 620

Community Resources for Career Education - 732

Community Resources in a Rural Career Education Program - 1243

Competency-Based Vocational Education: A Review - 572

Computerized Career Information and Guidance Systems - 1125

Concept and Process - 712

The Concept of Collaboration in Career Education - 734

Constructing Career Education Games, Bulletin Boards and Activity Kits - 874

Professional - Printed Materials (Continued)

Construction Cluster Guide - 963

Cooperative Education: A Review - 573

A Cost-Effectiveness/Benefit Analysis Model for Postsecondary Vocational Programs - 713

Cost-Effectiveness/Benefit Analysis of Postsecondary Vocational Programs - 714

Cost-Effectiveness Study Projects in Vocational Education - 713-714

Cross Discipline Planning - 1173

Current Projects in Vocational Education - FY 1977 - 636

Curriculum - 648

Curriculum and Instruction - 977

Curriculum Guide for Industrial Arts Education - 1139

Dealing in Futures: Career Education Materials for Students, Parents, and Educators - 1120

Decision-Making and Vocational Development - 853

Developing an Implementation Plan - 565

Developing Local Career Information Systems for Middle and Secondary Schools - 666

Developing Skills for Occupational Transferability; Insights Gained from Current Practices - 642

Dictionary of Occupational Titles - 433

Dimensions: A Catalog of Ideas Relating Education to Work - 525

Directions in Career Education: Questions People Ask about Education and Work - 1160

Directory of Services for Children - 1143

Discussions and Things - 813

Discussions and Things To Do - 811

Discussions and Things To Do - 812

Distinguished Lecture Series - 518

EPIE Career Education S E T - 763

The Educational Amendments of 1976 and Their Implications for Vocational Education - 579

Educator's Guide to Military Career Resources; An Annotated Bibliography of Selected Education and Career Materials - 542

Educators-in-Industry . . . Your Opportunity to Get Involved With Career Education - 774

Elementary School Curriculum Guide - 749

Employer/Community Resources - 978

Essays on Career Education - 1161

Professional - Printed Materials (Continued)

Essentials of Career Development Theory - 646

Establishing a Student Career Education Resource Center - 875

Establishing Guidance Programs in Elementary Schools - 830

Establishing Guidance Programs in Secondary Schools - 831

Ethical and Legal Considerations in Guidance - 834

Evaluating Career Education Programs, Student Objectives and Materials - 876

Evaluating Program Components - 563

Exemplary Practices in California Public Schools - 911

Expanding and Modifying Guidance Programs - 832

Experience-Based Career Education - 1241

Experience-Based Career Education: The Far West Model - 971-975

Experiences in Understanding Self and Others - 555

Experiencing the Work Setting - 627

Facilitator's Guide to Staff Training for the Rural America Series - 592-607

Facilitator's Instructional Plan - 557

Federal Career Directory 1976-77 - 432

Field Validation of the Career Education Curriculum Project Modules, K-6 - 502

Field Validation of the Career Education Curriculum Project Modules, 7-12 - 985

Financial and Resource Program Planning - 564

Follow the Yellow Brick Road - 986

The Free Enterprise System - 782

From Here to There--An Implementation Guide - 510

From Idea to Action: Career Guidance Plans of Rural and Small Schools - 590

The Function of Theory in Guidance Programs - 829

Future Farmers of America and Career Education - 729

Guide for Implementing Career Education - 1142

A Guide for Teachers of a Course in Career Exploration, Grades 8-9-10 - 878

A Guide to Jobs - 382

Guide to the Integration of Career Development into Local Curriculum - 488

Guidance and Instruction - 974

Guidance Monograph Series - 828-845, 851-858

Guidance Personnel and Other Professionals - 837

Guidelines for Occupationally Oriented Industrial Arts Education Programs - 1140

Handbook for Industrial Arts Education - 1141

Handbook for Professional Development in Human Services - 1116

Handbook for Teachers of Adult Occupational Education - 521

Handbooks for Experience-Based Career Education - 976-980

Health Occupations Education Program - 258

High School Curriculum Guide - 915

How to Develop a Counselor's Role in Career Education - 672

How to Develop a School Plan: A Process Guide for Long- and Short-Range Planning - 674

How to Develop and Use Community-Based Resources - 670

How to Develop the Librarian's Role in Career Education - 673

How to Establish a School Career Education Team - 668

How to Give an Orientation to Career Education - 669

How to Improve Career Development Programs - 933-934, 959

How to Infuse Career Education into the Curriculum - 671

How to Make Initial Contact: Five Approaches to Making the Initial Contact of School Staffs in Infusing Career Education into the Classroom - 1244

How-To Series - 668-674

Human Resources Talent Pool for Career Education - 1245

Identification of Resources - 561

Implementing a K-12 Comprehensive Career Education Program - 877

Implementing Career Education - 710-712, 911

Increasing Collaborative Efforts in Career Education K-12; A Series of Mini-Conferences - 545

Increasing Collaborative Efforts in Career Education K-12; A Series of On-Site Mini-Conferences - 546

Increasing Guidance Effectiveness through School-Community Cooperation - 587

Industry/Education Cooperation for Adult Continuing Education - 569

In-Service Education Model for the Dissemination and Utilization of Selected Career Education Concepts Presented by the Career Cluster Approach in the Elementary School - 1151

Individualized Career Education Program (ICEP) for Career Exploration and Examination--Grades 6-8 - 1128

Information Resources for Education - 580

Professional - Printed Materials (Continued)

Information Series - 566-581, 956

Innovations in the Use of Career Information - 854

Instructional Strategies Guide for Kindergarten through Grade 12 - 710

Integrating Career Clusters into Subject Areas K-12 - 1246

Intelligence, Aptitude, and Achievement Testing - 841

Interest and Personality Inventories - 840

Interpreting Guidance Programs to Pupils - 836

Interpreting Guidance Programs to School Personnel - 835

Interpreting Guidance Programs to the Public - 828

Introduction and Orientation to Career Education - 870

An Introduction to Career Education - 937

Involving Community Organizations - 631

Involving the Community in Career Education - 755

Involving the Community: Interaction Between the World of Work and the World of Education - 872

Issues and Policy in Vocational Education - 578

It's Working . . . Collaboration in Career Education - 868

A Job Placement Manual for Secondary and Post-Secondary Institutions in Missouri - 226

Journal of Career Education - 1153

Just a Little Care . . . The Advisor's Role - 810

Kangaroo Kit; Leisure Education Curriculum - 247

K-12 Classroon Teachers and Career Education: The Beautiful People - 736

LEA/CETA Collaboration for Career Education - 982

Leadership for Career Education - 658

Legislating for Career Education: A Handbook for State Policy Makers - 1187

The Liberal Arts and Career Education - 743

Lifelong Career Development Project - 866-867, 917

Making Sense of Our Lives - 555

Management - 972

Management and Organization - 976

Managing and Evaluating Career Education - 637

A Manual for the Implementation and Administration of Career Education Programs - 750

Professional - Printed Materials (Continued)

A Manual for the Implementation of a Rural-Based K-12 Career Education Program - 1144

Masters of Reality: Certificate or Performance? - 960

Matrix of Basic Learner Outcomes for Career Education - 1261

Metrics for Occupations - 575

Middle School Curriculum Guide - 914

Model for a One-Day Career Education Conference - 1247

Modern Mental Measurement: A Historical Perspective - 842

Monographs on Career Education - 727-745, 931, 1250

Music in Careers; Career Development Curriculum for Music Teachers - 554

NOICC-Related Activities: A Review of Federal Programs - 1192

National Alliance of Business and Career Education - 738

Natural Resources and Career Awareness - 306

Needs Assessment and Evaluation Guide for Career Education - 1263

Occupational Adaptability and Transferable Skills - 639

Occupational Education - 1112

Occupational Information and Guidance - 855

Occupationally-Transferable Skills and Characteristics - 956

One Year Out: Reports of Rural High School Graduates - 549

Optimizing Planning Techniques for Career Guidance: 6 Case Studies - 1185

Organization and Administration - 828-837

Organizing for Community Involvement - 654

An Orientation to Career Education - 558

Orientation to Career Education: An Individual Approach - 944

Orientation to Employment Cooperative Education - 784

The Original American Early Morning Primer - 511

Overview and Management Plan, Local Needs and Attitudes Assessment, and Research Report Summary - 664

An Overview of State Career Education Laws - 1188

Parents and School-Based Career Education - 655

Partners in Career Education - 1260-1270

Performance Content for Job Training - 583

Perspectives on the Problem of Evaluation in Career Education - 931

Placement and Follow-Up in Career Education - 753

Planning Comprehensive Career Guidance Programs: A Catalog of Alternatives - 657

Planning, Conducting and Evaluating Career Education Workshops - 869

Postsecondary Career Education - 751

Preparing for Employment; Student Handbook - 227

Preretirement Education - 570

A Primer for Career Education - 735

The Product Engineering of a System for Upgrading High School Career Planning Programs; General Report - 662

Professional Development - 754

The Professional Education of Human Services Personnel - 731

Profiles of Career Education Projects - 538

Program Development Components of Career Education - 562

Program Evaluation - 980

Program Evaluation in Vocational Education: A Review - 574

Project FOCUS: Methods and Materials for Training Career Educators - 961

Project Planning Packages - 975

Project PRICE - 903-907

Psychological Influences on Vocational Development - 856

Putting Words and Pictures about Schools into Print - 1147

RBS Career Education Library - 981

Ralston Purina Co. Speaker's Handbook - 783

Readings in Values Clarification - 1157

Refining the Career Education Concept - 1250

Refining the Concept of Collaboration in Career Education - 727

The Reserve Army of the Underemployed - 744

Resource Directory--Human - 1248

Resource Directory--Materials - 1249

Resources - 973

Resources: Recommendations for Adult Career Resources - 1174

Rotary International and Career Education - 728

Rural America Series - 592-614

Rural Career Education Teacher Training Cadre - 869-877

Rural Career Guidance: Abstracts of Current Research, Materials, and Practices - 551

Rural Career Guidance: Administrator's Role in Implementing Change - 550

Professional - Printed Materials (Continued)

Rural Illinois Career Education (RICE) - 1242-1249

The School Counselor and Career Education - 745

The School Counselor's Involvement in Career Education - 1133

School Testing Programs - 843

Selected Resources in Dissemination - 1186

Selecting and Using Tests of Career Skills - 1124

Staff Development in Career Education for the Elementary School - 645-650

Staff Development Program for Promoting More Effective Use of Community Resources in Career Education - 620-632, 664

Staffing Guidance Programs - 833

Student Services - 979

Students' Vocational Choices: A Review and Critique - 857

States Career Education Resource Guide, 1979 - 539

The Student and the Involved Community: A Scenario - 656

Syllabus in Medical Assisting - 258

The Systems Approach: An Emerging Behavioral Model for Career Guidance - 1175

The Systems Approach: An Emerging Behavioral Model for Vocational Guidance - 1176

Teacher-Developed Curriculum Modules from Selected Regions of Texas (Grades K-12) - 526-534

Teacher-Developed Infused Curriculum Modules - 1265-1270

Teaching Techniques in Developing Job Seeking Skills; Instructor Handbook - 228

A Teacher's Handbook on Career Development for Children with Special Needs: Grades K-6 - 955

Ten Mathematics Projects and Career Education Infusion - 1123

Testing - 838-845

Tests on Trial - 844

Textbook: Military Career Awareness Course for Educators (MILACE) - 543

The Theory/Practice of Communicating Educational and Vocational Information - 858

Theories of Occupational Choice and Vocational Development - 852

To Do - 814

Transferability of Vocational Skills: Review of Literature and Research - 644

Transferable Skills: The Employers' Viewpoint - 643

Types of Test Scores - 845

Use of Local Community Resources - 621

Using Community-School Advisory Committees - 629

Using Field Trips - 625

Using Resource Persons - 623

Values and Information: An Approach to Evaluation Planning - 971

Values Clarification; A Handbook of Practical Strategies for Teachers and Students - 846

Vocational Education and Career Bulletin Board Ideas! - 1145

Vocational Education/Special Education Project - 489-494, 962-966

Vocational Guidance and Career Development in the Schools: Toward a Systems Approach - 923

What Color is your Parachute? - 859

What is Career Education? - 553

Worker Adjustment Problems of Youth in Transition from High School to Work - 661

PROFESSIONAL - FILMSTRIPS AND SLIDES

Career Education in Missouri (Filmstrip and slides) - 473

Career Education Policy Development and Implementation: A Collaborative Approach - 954

Career Education: Steps to Implementation (Slides) - 772

Career Education: What It Is and How To Do It (Filmstrip and cassette) - 501

Communicating Successful Career Education Methods and Procedures in Rural American K-12 Settings (Slides) - 1227

Developmental Elementary School Guidance Kit - 968

Hazelwood East Career Education Resource Center - 826

Implementing Career Education (Slides) - 294

Junior and Senior High School Career Center - 454

A New Day is Dawning - 1276

Project F.A.C.E. - 827

Resource Connections: Help for Career Guidance Programs - 725

Teacher Training in Values Education: A Workshop - 947

The Vocational Education Slide Library (Slides) - 582

PROFESSIONAL - KITS AND MISCELLANEOUS

Also included in this section are games, audio recordings, microforms, videotapes, and transparencies. Unless otherwise designated, all titles will be in the form of instructional kits.

Can of Squirms--Adult (Game) - 1203

Can of Squirms--College (Game) - 1202

Career Education and Career Choices (Audio recording) - 484

Career Education and the Counselor (Audio recording) - 483

Career Education Audio Cassettes - 477-486

Career Education: The Change Agent (Audio recording) - 482

Career Education: What It Is and How To Do It (Audio recording) - 477

Career Planning Support System - 619

Careers in Focus - 556

The Case for Career Education (Audio recording) - 478

Changing Patterns - 348

Chronicle Occupational Microfile (Microform) - 880

Coping in the World of Work: Practice in Problem Solving - 616

The Elementary School: Bedrock for Career Education (Audio recording) - 481

Impact: Jobs Get the One You Want (Videotape) - 988

An Introduction to Value Clarification - 902

Issues in Career Education (Audio recording) - 479

Knowledge Needed to Obtain Work (KNOW) (Transparency) - 850

Life-Centered Educational Materials - 472

Manpower Training Programs and Career Education (Audio recording) - 485

Missouri VIEW; Vital Information for Education and Work (Microform) - 879

Ohio's Group Guidance Curriculum, Kindergarten-Adult - 726

Presenting Careers in Focus - 556

Project Lancelot: Labor and Career Education Locating Options Together - 1206

Rationale for Career Education (Audio recording) - 480

Selectapes (Audio recording) - 465

What Career Education Is (Audio recording) - 487

What the Future Holds for the Meaning of Work (Audio recording) - 486

PROFESSIONAL - FILMS (16 mm)

About "Bread and Butterflies" - 691
Career Education - 825
Cipher in the Snow - 1251
Our Glass House - 1256
Others - 821
The Reunion: Vocational Education in Missouri - 1272
Using "Bread and Butterflies" - 692
Values Clarification in Counseling - 822
Worth of a Child - 1253
You Pack Your Own Chute - 1273

Career Education Resource Materials Elementary
Career Education Resource Materials Junior High
Career Education Resource Materials Senior High
Career Education Resource Materials Professional
Career Education Resource Materials Stereotyping
Career Education Resource Materials Special Needs
Career Education Resource Materials Titles and Annotations
Publishers of Career Education Materials

MATERIALS TO COMBAT RACIAL AND SEXUAL STEREOTYPING

Items in this section will have the type of media designated (examples, filmstrip, kit, etc.). Printed materials will not have a medium designator.

Black American Athletes (Kit) - 1068

Born Free; A World of Options (Videotape) - 989

Career Education and Minorities - 650

Career Education: Its Implications for American Minorities - 652

Career Guidance Materials: Implications for Women's Career Development - 660

Changing Roles of Men and Women - 897

Guidelines for Sex-Fair Vocational Education Materials - 719

Guidelines for the Creative Use of Biased Materials in a Non-Biased Way - 718

Help Wanted: Sexism in Career Education Materials (Slides) - 991

Hispanic Heroes of the U.S.A. (Kit) - 1071

Images of Males and Females in Elementary School Textbooks (Slides) - 993

Human Reproduction 100 (Slides) - 292

Male and Female Roles (Filmstrip) - 990

Masculinity (Filmstrip) - 992

New Horizons for Women (Filmstrip) - 349

Non-Traditional Careers for Women (Filmstrip) - 350

People at Work (Filmstrip) - 344, 347, 349

Programs to Combat Stereotyping in Career Choice - 1195

Recognizing and Reducing Sex, Race and Ethnic Bias in Behavior and Instructional Materials - 873

Resource Guide for Sex Equity in Vocational Counseling - 1119

Rural Women and Education: Annotated Selected References and Resources - 537

A Selected Bibliography of Resources for Motivation-Development of Self, Examination of Sex-Roles, Clarifying Values for Careers - 544

Sex Fairness in Career Education - 567

Sex Fairness in Career Guidance (Kit) - 900

Sex Fairness in Vocational Education - 577

Staff Awareness: Racial, Socioeconomic, Sex Stereotypes Limit Career Potential - 665

Stereotyping (Continued)

Sugar and Spice is Not the Answer - 617
Try It, You'll Like It! - 548
Vocational Education Sex Equity Strategies - 618
A Western Electric Educational Filmstrip (Filmstrip) - 458
When I Grow Up (Film - 16 mm) - 997
Women at Work: Choice and Challenge (Filmstrip) - 1051
Women Who Win 2 (Kit) - 1072

Career Education Resource Materials Elementary
Career Education Resource Materials Junior High
Career Education Resource Materials Senior High
Career Education Resource Materials Professional
Career Education Resource Materials Stereotyping
Career Education Resource Materials Special Needs
Career Education Resource Materials Titles and Annotations
Publishers of Career Education Materials

SPECIAL NEEDS MATERIALS

Items in this section will have the type of media designated (examples, filmstrip, kit, etc.). Printed materials will not have a medium designator.

Agriculture/Natural Resources Cluster Guide - 965

Architectural Considerations for a Barrier Free Environment - 720

Automotive and Power Services Cluster Guide - 966

The Be Informed Series - 1148

Behavior Improvement Program (Kit) - 938

Behavioral and Emotional Disabilities (Kit) - 1055

Bob the Super Clerk - 1090

Career Alternatives for Handicapped Children Project - 1150, 1228-1239

Career Behavior of Special Groups - 1164

Career Education: A Bibliography of Research Studies and Programs for Handicapped Americans - 1191

Career Education for Gifted and Talented Students - 1168

Career Education for the Handicapped Child: A Guide to Parent Education Programming - 1126

Career Education for the Handicapped Child in the Elementary Classroom - 1065

Career Education: Its Implications for the Educable Retarded - 904

Career Education Materials for Educable Retarded Students - 903, 906

Characteristics of Handicapped Students - 721

Classroom Use of "Movin' On": A Resource Guide for Young Adults - 1228

Clothing Language - 1100

A Competency Based Career Education Program for Behavior Disorder and Learning Disabled Students - 1229

A Competency Based Career Exploration--Preparation and Job Placement Program for Behavior Disorder and Learning Disabled Students - 1230

Consumer Education Series (Kit) - 1073

Custodial Training Program for Severely Handicapped Students - 1231

Daily Living, Personal-Social, and Occupational Skills Development for Educable Retarded Students - 905

Dining Room Training Program for Severely Handicapped Students - 1232

Special Needs (Continued)

Distribution Cluster Guide - 962

Drugstore Language - 1101

Education and Work Competencies Needed by Experiential Education Personnel - 1122

Educational and Language Disabilities (Kit) - 1052

Entertainment Language - 1102

Evaluation and Placement - 724

Even Love is Not Enough . . . Children With Handicaps - 1052-1055

Finding a Good Used Car - 377

Finding Your Job - 363

Finding Your Job Workbook - 366

Food Preparation and Service Cluster Guide - 489

Food Service Program for Severely Handicapped Students - 1233

Getting Around Cities and Towns - 1087

Getting to Know Myself (Audio recording) - 223

Graphics and Communication Media Cluster Guide - 490

Guidance, Counseling, and Support Services for High School Students with Physical Disabilities - 503

Health Occupations Cluster Guide - 491

Help Yourself to a Job - 367-369

Identification of Training Needs of School Personnel Responsible for Career Education of Handicapped and Disadvantaged Students in Missouri - 514

Industrial Arts Guide for Hearing Impaired Students - 1234

Intellectual Disabilities (Kit) - 1053

It's Easy to be Liked - 370

Janet the Hospital Helper - 1091

Janus Job Interview Kit (Kit) - 1089

Janus Job Planner - 376

Janus Survival Guides - 377-378, 1085-1088

Jester the Bellhop - 1092

Job Application Language - 1103

Johnny at the Circuits - 1093

Julie at the Pumps - 1094

Kerry Drives a Van - 1095

Kids Come in Special Flavors--Understanding Handicaps - 1110

Larry the Logger - 1096

Special Needs (Continued)

Laura Cares for Pets - 1097

Lifelong Career Development Needs Assessment Study - 867

Lifelong Learning and Career Development Needs of the Severely Handicapped - 917

Lots of Things - 371-372

Mainstreaming Handicapped Students into the Regular Classroom - 722

Mainstreaming Students in Vocational Education: A Resource Guide for Vocational Educators - 899

Mainstreaming Students in Vocational Education: An Administrator's Guide - 898

Manufacturing Cluster - 492

Money and Lifestyle (Filmstrip) - 1057

Office and Business Occupations Cluster Guide - 493

Orientation to the World of Work in Home Economic Related Occupations - 1235

Our World of Work Series (Filmstrip) - 285

People Working Today - 374, 1090-1098

Physical Disabilities (Kit) - 1054

Prerequisite Skill Guides for Vocational Technical High Schools - 1236

Pre-Vocational Assembly Tasks for Severely Handicapped Students - 1237

PRICE Needs Assessment Study - 907

Program Guide (and) Employment Task Modules - 494

Project Discovery (Kit) - 921

Project PRICE - 903-907

Project S.P.I.C.E.: Special Partnership in Career Education - 1121

Reading and Following Directions - 1086

Real People at Work Reading Skills Program - 1074-1078

Resource and Activity Guide for Personal-Social Learning - 1238

A Resource Guide for SH Teachers - 1150

Restaurant Language - 1104

The Severely Handicapped Person: Approaches to Career Development - 866

Sign Language: A Survival Vocabulary - 1106-1109

So You Want Wheels (Filmstrip) - 1056

Special Education for Adolescents - 1066

Special Needs (Continued)

Supermarket Language - 1105

Survival Vocabulary - 1100-1105

A System of Management - 723

A Teacher's Handbook on Career Development for Students with Special Needs: Grades K-12 - 507

Techniques and Strategies for Infusing Career Education into the Educational Program for Exceptional Children: Some Sample Resources - 1127

¡Trabajemos Con Calle Sésamo! (Kit) - 196

Tony the Night Custodian - 1098

Using the Want Ads - 378

Vocational Education for the Handicapped: A Review - 576

Vocational Instructional Materials for Students with Special Needs - 505

Vocational Opportunities - 512

What's the Difference? - 1111

Work Experience Exploration Guide - 1239

Young Children with Special Needs - 1067

Young, Gifted, and Handicapped - 715

Your Money--Going or Growing - 373

Career Education Resource Materials
Elementary

Career Education Resource Materials
Junior High

Career Education Resource Materials
Senior High

Career Education Resource Materials
Professional

Career Education Resource Materials
Stereotyping

Career Education Resource Materials
Special Needs

Career Education Resource Materials
Titles and Annotations

Publishers of
Career Education Materials

TITLES AND ANNOTATIONS

1 A Book About Me. Edith Sherman Jay. Science Research Associates, Chicago, Illinois, 1952.

A 32-page workbook containing illustrations of people and things in a child's world. The drawings can be used as a stimulus for discussion in preschool or kindergarten.

2 About the People Who Run Your City. Shirlee Petkin Newman and Diane Finn Sherman. Melmont Publishers, Incorporated, Chicago, Illinois, 1963.

Kinds of city government and departments within city government are featured in this 48-page illustrated reader for the primary grades.

3 About Friendly Helpers for Health and Safety. Elaine Hoffman and Jane Hefflefinger. Melmont Publishers, Incorporated, Chicago, Illinois, 1954.

Community service and health helpers--the fireman, policeman, mailman, doctor, nurse, dentist and druggist--are pictured at work and accompanied by several three- to five-word sentences in this 31-page reader for the primary grades.

4 About Helpers Who Work at Night. Elaine Hoffman and Jane Hefflefinger. Melmont Publishers, Incorporated, Chicago, Illinois, 1963.

Drawings of workers at work while children are sleeping are included with an accompanying description of some of the things they do. A 31-page book for the primary grades.

5 About Policemen Around the World. Les Landin. Melmont Publishers, Incorporated, Chicago, Illinois, 1964.

From the French gendarme and Italian carabinieri to the Royal Canadian Mountie and the Texas Ranger, this 45-page reader talks about policemen around the world. Drawings are included in this book for the primary grades.

6 About Postmen. Evelyn Belmont Hastings. Melmont Publishers, Incorporated, Chicago, Illinois, 1957.

Drawings illustrate the postman performing his work as simple, brief sentences describe how he does it in this 32-page reader for the primary grades.

7 About School Helpers. Elaine Hoffman and Jane Hefflefinger. Melmont Publishers, Incorporated, Chicago, Illinois, 1955.

Photographs and easy-to-read text give brief introductions to the principal, the secretary, teachers, librarian, custodian and other school helpers in 31 pages for primary grades.

8 About Friendly Helpers Around Town. Elaine Hoffman and Jane Hefflefinger. Children's Press, Chicago, Illinois, 1967.

Photographs of workers, including the delivery man, the milkman, the bus driver, and the garbage collector, face simple, brief sentences about their work in this 31-page reader for the primary grades.

9 Popeye Career Awareness Program. King Features, New York, New York, 1972.

In comic book form, Popeye's visits provide career information related to each of the fifteen (15) career clusters, information about training and education requirements, and the advantages and drawbacks of each career field. Written and illustrated for children with a broad range of reading levels, it is well-suited for those with reading and motivational difficulties. The material consists of 75 full-color, 32-page comic books (5 copies each of 15 titles), 2 student involvement charts, career awareness bingo game, teacher's guide, and a display rack. ($43.55)

86 Popeye in People at Work Career Awareness Program. King Features, New York, New York, 1975.

This filmstrip/cassette kit shows the careers involved in producing a comic book, newspaper and filmstrip. Accompanying are booklets, wall charts and teacher's guides.

Wonderful World of Work. Edu-Cast, Detroit, Michigan, 1967.

These filmstrip/record packages show that animals and people alike must work. Elementary job skills and roles are discussed.

87 It's In Your Hands
What Else Do Fathers Do?
Just What Do Mothers Do?

88 Wally the Worker Watcher
The Newspaper Boy
Junior Homemaker

Sesame Street Skills for Growing. Guidance Associates, White Plains, New York, 1976.

This series of four (4) sets of filmstrips for use in kindergarten, first and second grade classrooms provides teachers with a structured approach to helping children adapt to the demands of school and the accompanying changes in their lives. Since children need to develop skills presented in these filmstrips to function successfully in all areas of the curriculum, the series can be taught as a separate unit or intergrated into other content areas. Each filmstrip is a story that models one or two skills. As the story progresses, the characters indicate procedures and strategies for using the skills. Each story is designed with built-in discussion breaks. At these points the filmstrip can be stopped so that children can become actively involved in and discuss the filmstrip situations.

89 Learning About Others. Set 4. Illustrates the nature of social interactions in terms that will help children to enter into social groups easily and participate in them constructively. Set includes four filmstrips (60-70 frames each) and four accompanying cassettes (11-12 minutes each).

90 Learning to Solve Problems. Set 2. Teaches children simple analytic approaches to problem situations. It is designed to help children learn to deal in an orderly, systematic way with problems. Set includes three filmstrips (66-85 frames each) and three accompanying cassettes (12-15 minutes each).

91 Learning to Use Your Mind. Set 1. Introduces children to simple strategies for asking questions, remembering, planning, and making use of the imagination. Set includes three filmstrips (65-85 frames each) and three accompanying cassettes (12-15 minutes each).

92 Learning About Yourself. Set 3. Intended to help children become aware of some of their feelings, particularly of those about themselves, and to help children cope successfully with some of their difficult emotions. Set includes three filmstrips (68-77 frames each) and three accompanying cassettes (12-13 minutes each).

Career Awareness Program. Ideal School Supply Company, Oak Lawn, Illinois, 1975.

Each occupational cluster contains six (6) jobs or occupations. Each job or occupation has one 12-frame filmstrip with accompanying audio cassette tape narration and meaningful sound effects. Each filmstrip with tape cassette tells about one occupation: What the person does, where the person performs the work, the meaningful conditions and the rewards of the occupation. Each occupational cluster contains six filmstrips, one for each of the six jobs, and appropriate cassette tape narrations on two cassettes. There are four different clusters.

Career Awareness Program (Continued)

93 Health Occupations. No. 4102. The occupations include: Doctor, M.D.; School Nurse; Ambulance Driver; Pharmacist; Dental Assistant; and Nurse's Aide. ($30.00)

94 Personal Services. No. 4101. The occupations include: Service Station Attendant; Meat Cutter; Pet Shop Owner; Beautician; TV Repair Technician; and Clergy. ($30.00)

95 Public Service. No. 4100. The occupations include: City Worker; Mail Carrier; Fire Fighter; Police Officer; Park Ranger; and Teacher. ($30.00)

96 Transportation. No. 4103. The occupations include: Airline Pilot; Ticket Agent; Truck Driver; Diesel Mechanic; Taxi Driver; and Flight Attendant. ($30.00)

Career Awareness Field Trips. Guidance Associates, Pleasantville, New York, 1974.

An action-filled career awareness field trip that takes children in Grades K-4 from coast to coast to help them understand that products and services result from a variety of interrelated jobs; see connections between personality, interests, hobbies, and eventual job choices; gain social studies awareness of people, places, and occupations; enrich science background with knowledge of life processes, engineering; discover a fascinating "second classroom" in the world of work. Each program includes 1 full-color filmstrip, 1 cassette tape, and 1 teacher's guide.

97 Off We Go to the Aquarium. Albert and his pet guppy lead your students through Boston's New England Aquarium to talk with the people who care for seals, tropical fish, sharks; discover what these tasks involve and why these people enjoy their work. Seven minutes. ($25.00)

98 Off We Go to the Auto Proving Ground. Your students join soap-box car owner Brad in a look at jobs that directly affect our lives, meet test-driver Jerri, examine crash-test procedures, explore the crashed-car "boneyard", and appreciate the complexity of auto-testing jobs. Eight minutes. ($25.00)

99 Off We Go to the Bike Factory. Youngsters enjoy a vivid introduction to mass production as they discover how people execute a variety of manufacturing tasks--from shaping metal tubes, to tightening spokes, to putting all the parts together to make a finished bike. Eight minutes. ($25.00)

100 Off We Go to the House Built in a Hurry. Cecilia and her friends visit with Henry in the prefab dome that took just two days to put up. Your students hear Henry explain blueprints, models, carpentry, and erecting the structure; visit the factory where dome parts are made. Eight minutes. ($25.00)

Career Awareness Field Trips (Continued)

101 Off We Go to the Orange Grove. Stacy welcomes your students to her father's citrus grove; introduces the pickers; explains the importance of soil conditions, weather; introduces people involved in growing, sorting, processing, shipping, and retailing oranges. Seven minutes. ($25.00)

102 Off We Go to the Poster Printer. Along with Mark, your students discover how many fascinating tasks go into commercial poster making. They meet people who select and design poster pictures, think up captions, create layouts, make color separations and plates, run the giant presses, and understand the importance of printing as a form of communication. Eight minutes. ($25.00)

103 Let's Learn to Study. Guidance Associates, Pleasantville, New York, 1974.

Humorous format spotlights easy-to-use tips organized for sure grasp, strong retention. Covers organizing study time, setting objectives, ordering priorities, mastering material, asking questions; suggests ways to choose topics for independent projects, do research, present report to class. Recommended for Grades 4-6, the contents of this program include 2 full-color filmstrips, 2 cassette tapes, and 1 discussion guide. ($48.50)

Come to Work With Us Series. Jean and Ned Wilkinson. Sextant Systems, Incorporated, Milwaukee, Wisconsin, 1970.

A four-line rhyme very briefly describing the jobs of people who work in each industry is faced by a color photograph of a child in the role described. A wide range of jobs are included for the beginning reader but with minimal information. Each book is 43 pages with a glossary of terms at the end.

104 Come to Work With Us in Aerospace

105 Come to Work With Us in an Airport

106 Come to Work With Us in a Hospital

107 Come to Work With Us in House Construction

108 Come to Work With Us in a T.V. Station

109 Come to Work With Us in a Toy Factory

Career Education Teacher's Guides. The Center for Vocational Education. Ohio State University, Columbus, Ohio, 1974.

Providing flexibility, variety and convenience, these teacher's guides consist of sets of learning experiences that focus on various elements of career education, career awareness and exploration, and beginning competency and skills. Each learning set contains a student objective, set overview, resource list, teacher-preparation tasks, learning activities, and evaluation-summary. Packaged in three-ring binders, the guides also contain transparency masters, resource sheets, and worksheets. Use of the materials requires only orientation to the format of the guide. ($4.50 to $11.00 each)

110 Basic Measurement and Related Careers: Level A. Focuses on the basic concepts of measurement and suggested for use at the kindergarten level in mathematics.

111 Basic Measurement and Related Careers: Level B. Focuses on the basic concepts of measurement and developing measurement skills in the first grade.

112 Basic Measurement and Related Careers: Level C. Focuses on the basic concepts of measurement and developing measurement skills at the eight- to nine-year-old level in mathematics, specifically in measuring length and area.

114 Basic Measurement and Related Careers: Level D. Focuses on the basic concepts of measurement and developing measurement skills at the eight- to nine-year-old level in mathematics, specifically concepts of liquid and solid volumes.

115 Careers in Technology. Acquaints students with the variety of jobs in the field of technology. Although intended for third grade, it may be used just as effectively in second and fourth grade social studies and math.

116 Careers in Visual Art. Recommended for fifth grade art classes, but also useful in advanced fourth grade and sixth grade art classes, this unit acquaints the student with some of man's greatest achievements in fine arts.

117 Creating Greeting Cards: A Business Brings Pleasure. Provides students in grades two to four the opportunity to participate in the creation and production of greeting cards.

118 Economic and Career Awareness: Level A. Adaptable to multi-grade grouping and the open classroom. This guide helps students in the primary grades develop an awareness of the family as an economic unit with basic economic needs.

119 Economic and Career Awareness: Level B. Closely related to primary social studies and mathematics, this guide is designed to enable students to explore the idea of using money to facilitate trade and practice skills that help minimize expenses, such as reading price tags, counting

Career Education Teacher's Guides (Continued)

Economic and Career Awareness: Level B (Continued)

change, and experiencing earning, saving, spending, and family budgeting.

120 Economic and Career Awareness: Level C. Helps students in the primary grades develop familiarity with basic economic terms and concepts including those relating to the consumer.

121 Exploring the World of Work. Recommended for use in grade two or early grade three, this guide introduces the student to a wide variety of occupations by focusing on the distinction between goods and services, the concepts of occupational area and specialization, job preparation, personal needs and life-styles and their relation to work, the function of work in meeting community needs, volunteer workers in the community, and finally, the influence of geographical area upon occupations.

122 Just Me. Designed for use early in the first semester of first grade, and using the environment of the school students assess capability of self in relationship to a variety of assigned classroom tasks and tools.

123 Learning About Businesses. Related to primary social studies and adaptable to multi-grade grouping, this guide helps students develop their understanding of the interrelationships among businesses, workers, and families through examination of local stores and businesses and of the workers who work in them.

124 Making Toys Through Teamwork. (and) Learning About Wood Construction. Fifth and sixth grade students engage in learning experiences intended to acquaint them with wood construction and mass production. May be adapted for use with accelerated fourth-grade students.

125 Myself and Others at Home and School. Encourages students in grades one through three to deal with an expanded idea of self, within the context of family and school.

126 People Who Work With Animals. Provides the student in grades one through three with an awareness of the numerous careers available to people who want to work with animals and to increase knowledge about and interest in animals.

127 Physical Education for Tomorrow. Helps preschool and primary students to build on the concept of movement exploration.

128 The Service Station. Encourages students at the second grade level, or possibly early third grade, to expand awareness of jobs within the community.

129 The Supermarket. Acquaints students in third grade language arts and social studies classes with the food industry--the goods and services it provides, the workers it employs, and some of the basic skills in consumer needs.

Career Education Teacher's Guides (Continued)

130 Working With Trees. Designed to develop the awareness of third grade students, and possibly fourth graders, about the personal and social value of work by introducing them to the variety of tree-related occupations.

132 Career Flashcards. Career Futures Incorporated, Philadelphia, Pennsylvania, 1974.

Designed for utilization in the elementary classroom to help integrate career awareness into the process of teaching both dictionary and perception skills, this box of 50 large flashcards, 100 small flashcards, and teacher's guide may be used with large and small groups. Each card pictures a rebus puzzle that students guess through utilization of perception and phonetics, and has discussion questions on the back. (Example: A picture of an engine plus a picture of an ear are the clues for guessing the occupation engineer.) ($8.50)

134 Children's Dictionary of Occupations. Career Futures Incorporated, Philadelphia, Pennsylvania, 1974.

From accountant to zoologist, 310 occupations are presented in alphabetical order with an illustration of that person at work, the occupational name, pronunciation guide, and brief description of what that person does. A multipurpose way of introducing career awareness into the elementary classroom, this soft-cover book is 105 pages. ($5.00)

137 My Career Workbook I. Career Futures Incorporated, Philadelphia, Pennsylvania, 1974.

A 40-page workbook offering several weeks' worth of tasks designed to expose the student to the world of work. The tasks include coloring, connecting-the-dots, a career maze, career alphabet, and object-matching. ($1.29)

Experiential Development Program. Benefic Press, Chicago, Illinois, 1974.

This program may be used as an initial school experience for children from four to six years of age. The suggested experiences are planned to accommodate the child's stage of development and his background experience. The material is centered around identification of one's self with ideas for things to talk about, to do, to read, say, and sing. It is aimed at stimulating the child's curiosity, providing a background of information, and developing reasoning and creativity. There are three large books, 14½ x 22 inches, each with 17 stimulus pictures. ($37.50)

Experiential Development Program (Continued)

138 You and Your Family, Program A. Covers topics ranging from "Who Am I?" and "My Family" to "Following Instructions" and "Helping One Another."

139 You and Your Friends, Program B. Covers topics ranging from "My School" and "My Teacher" to "Care of Toys and Equipment" and "Many School Helpers."

140 You and Others, Program C. Covers topics ranging from "Use of Maps" and "Kinds of Homes" to "Developing Aesthetic Values" and "Pride for Country."

Career Education Curriculum Project Materials. Norman C. Gysbers, director. Instructional Materials Laboratory, University of Missouri, Columbia, Missouri, 1976.

The total project program includes two elementary sets (K-3 and 4-6), a junior high set (7-9), and a senior high set (10-12) of teaching modules. Each set is accompanied by a Methods and Processes guide. (Complete K-12 series, 20 modules, 2 elementary guides and 2 secondary guides, $66.00.)

141 Career Education Methods and Processes. Developmental level K-6. This guide provides educators with an overview of career education and step-by-step ways for learning to use processes such as classroom discussion groups, values clarification, interviewing, field trips, resource persons, and role playing.

In the separate modules are developmental learning activities based on the Gysbers-Moore model of career education. Learnings are systematically organized around understanding within three broad areas: self awareness and interpersonal skills; decision making and planning; life roles, settings, and events. (Combined K-6 elementary set, 10 modules and 2 copies of the K-6 guide, $25.00.)

144 You Can Decide; Life Career Planning. Edna Erickson Bernhardt. Developmental level K-3. ($2.70)

146 You and Your Choices; A Module on Decision-Making Influences. Edna Erickson Bernhardt. Developmental level 4-6. ($2.70)

148 You + Others = ???. Carolyn Magnuson. Developmental level K-3. ($2.70)

150 You + ??? = Friendship. Carolyn Magnuson. Developmental level 4-6. ($2.70)

152 What Do You Like? What Do You Do?. Russel Newton. Developmental level K-3. ($2.70)

154 You and New Things to Do. Russel Newton. Developmental level 4-6. ($2.70)

155 You: Who...Where...When.... Suzanne Fitzgerald. Developmental level K-3. ($2.70)

Career Education Curriculum Project Materials (Continued)

157 You: Who...Where...When.... Suzanne Fitzgerald. Developmental level 4-6. ($2.70)

158 You at Work: Who...Where...When.... Suzanne Fitzgerald. Developmental level K-3. ($2.70)

159 You at Work: Who...Where...When.... Suzanne Fitzgerald Dunlap. Developmental level 4-6. ($2.70)

160 Career Education Methods and Processes. Developmental level 7-12. Project staff and contributors. This book provides educators with an overview of career education and step-by-step ways for learning to use processes such as classroom discussion groups, brainstorming, role playing, fantasy trips, values education, interviewing, and resource persons.

7-9 modules: 5 modules and 1 guide, $23.00.

In the separate modules are developmental learning activities based on the Gysbers-Moore model of career education. Learnings are systematically organized around understanding within three broad areas: self awareness and interpersonal skills; decision making and planning; life roles, settings, and events. (Combined 7-12 secondary set, 10 modules and 2 copies of the 7-12 guide, $41.00.)

161 You at Work: Who...Where...When.... Suzanne Fitzgerald Dunlap. Developmental level 7-9. ($2.70)

162 You: Who...Where...When.... Marilyn Harlan White. Developmental level 7-9. ($2.70)

163 You and Your Interests: Old and New. Harriet Jardine. Developmental level 7-9. ($2.70)

164 You + ??? = Communication. Carolyn Magnuson and Marilyn Harlan White. Developmental level 7-9. ($2.70)

165 You: Deciding and Planning. Edna Erickson Bernhardt. Developmental level 7-9. ($2.70)

167 You and Your Plans. Edna Erickson Bernhardt. Developmental level 10-12. ($2.70)

168 You at Work: Who...Where...When.... Suzanne Fitzgerald Dunlap. Developmental level 10-12. ($2.70)

169 You: Who...Where...When.... Suzanne Fitzgerald Dunlap. Developmental level 10-12. ($2.70)

170 What Interests You?. Harriet Jardine. Developmental level 10-12. ($2.70)

171 You + Transactional Strategies = ???. Marilyn Harlan White. Developmental level 10-12. ($2.70)

Career Education Teacher's Guides. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1974.

Providing flexibility, variety, and convenience, these teacher's guides consist of sets of learning experiences that focus on various elements of career education, career awareness and exploration, and beginning competency and skills. Each learning set contains a student objective, set overview, resource list, teacher-preparation tasks, learning activities, and evaluation-summary. Packaged in three-ring binders, the guides also contain transparency masters, resource sheets, and worksheets. Use of the materials requires only orientation tc the format of the guide. ($4.50 to $11.00 each)

172 Career Exploration in the Earth Sciences. Acquaints 8th grade students with occupations in the earth sciences, providing opportunities to explore air (meterology), water (oceanography), and the earth (geology).

173 Career Exploration in the Life Sciences. As a possible introduction to a life science program, this material may be introduced at the 6th or 7th grade level to acquaint students with occupations in the life sciences (ecology, zoology, and medicine). Though botany is not included, it might be introduced by the teacher if desired.

174 Career Exploration in the Physical Sciences. For use in a junior high general science curriculum or as an introduction to a specific 9th grade physical science program, this guide briefly touches on chemistry, physics, metallurgy, and geology.

175 Communication and You. Recommended for use in Grade 7 in language arts or a related area, this guide helps students discover the complexities of communication by decoding each other's messages and discussing attitudes and feelings.

176 Understanding Self. Intended for use at the 9th grade level, though just as effective with 8th or 10th graders, discussions about goals and leisure activities and review of decision-making skills provide the focus of this guide.

178 Your Personality, Your Health, Your Job. Encourages 9th grade students to develop a thoughtful approach to setting meaningful standards (for personal hygiene, nutrition and diet) and maintaining physical fitness in work. It can also be used effectively in 8th and 10th grades.

179 Self-Appraisal for Decision Making and Career Planning. Provides learning experiences that lead the secondary level student to self-awareness, particularly in relation to the student's interests, aptitudes, achievements, and values. Intended for Grade 10, though certainly adaptable to Grades 9-12.

180 The Newspaper as a Career Education Resource. Carolyn Magnuson and Marcia Witte. College of Education, University of Missouri, Columbia, Missouri, 1976.

This 18-page booklet contains guidelines for using the newspaper as a "living text" within the classroom. Activity ideas are outlined according to newspaper sections as well as subject matter areas. A resource guide is also included listing contact people who will furnish information about newspaper education services in a number of states. Useful books, kits, and booklets are also listed.

First Things: Social Reasoning. Guidance Associates, Pleasantville, New York, 1974.

This series of filmstrip programs will stimulate the development of the child's ability to take the perspective of others in the following ways: (1) Consideration of common interpersonal problems by viewing the dilemma from each character's point of view. (2) Promotion of differences of opinion and discussion regarding problem solutions. (3) Encouragement to justify one's choices and consider reasoning of others. (4) Stimulation of reasoning at a higher level. Each program is packaged in a box with 2 full-color filmstrips, 2 cassette tapes, and a discussion guide and reading script.

182 How Can You Work Things Out?. Each of the two parts within dramatizes an unresolved dilemma inviting classroom discussion about what has happened or will happen next. Part 1 (8 minutes) deals with Mike and his dilemma in trying to decide whether to join the Cougars or the Jets, both neighborhood street hockey teams. Part 2 (8 minutes) presents a series of misunderstandings in which Janet finds herself on Rodeo Day.

183 How Would You Feel?. Each of the two parts within dramatizes an unresolved dilemma inviting classroom discussion about what will happen next. Part 1 (6 minutes) finds Tom and Greg deciding whether or not to get their friend Mike a puppy for his birthday. Part 2 (7 minutes) centers on Becky and Kathy, good friends, and their encounter with Jeanette, a new girl in their class.

Education: Who Needs It?. Counselor Films, Incorporated, Philadelphia, Pennsylvania.

This career awareness filmstrip series for elementary schools is the first to tie the concept of career awareness together with basic curriculum areas such as science, reading, social studies, math, etc. Each filmstrip covers a different curriculum area and points out its importance by showing workers who use that subject in their everyday life and how they use it. Packaged in 2 sets, each set includes

Education: Who Needs It? (Continued)

4 filmstrips, 4 cassettes, and 1 user's guide, with each filmstrip running from 9 to 11 minutes. ($25.00 per filmstrip, $100.00 per set)

184 Set 1:

Education: Who Needs It?. Overview title for the series; helps students relate their school subjects to their daily lives and to the livelihoods of the people around them.

Health and Physical Education: Who Needs It?. Deals with strenuous careers in sports, dance, firefighting and others where performance requires excellent physical condition. Also covers career areas that stress good health habits such as food preparation.

Reading: Who Needs It?. Points out the necessity for reading skills in careers ranging from truck driver to attorney and shows why in each case.

Science: Who Needs It?. Deals with the world of living things, from a farmer and his seeds to a vet with his animals; this show brings students into the realm of exploration in both the classroom and the world of work.

186 Set 2:

Mathematics: Who Needs It?. Measuring, building, selling, and buying, math is everywhere, and the need to utilize it in numerous careers is emphasized in this filmstrip.

Art and Music: Who Needs It?. Presents the world of the creative artist and how the artist affects our daily life from the clothing designer to the rock music composer.

Language Arts: Who Needs It?. Shows how the valuable communications skills learned in the classroom are vital to careers in reporting, writing, clerical work and other creative areas.

Social Studies: Who Needs It?. Deliver the mail, direct traffic, get elected or edit a newspaper; you'll be glad you studied social studies and this filmstrip will point out why.

188 World of Work Adventures of the Lollipop Dragon. Society for Visual Education, Incorporated, Chicago, Illinois, 1974.

These six color filmstrips introduce the world of work to primary grade students. Suitable for use in any type of career development program, whether it is interdisciplinary or part of the social science curriculum. Reading script and guide are included.

World of Work Adventures of the Lollipop Dragon (Continued)

The stories are set in the town of Tumtum, where a kind and gentle king rules and where thousands of lollipops are made each day. Just outside of Tumtum in a large cave lives the lovable Lollipop Dragon. Lollipop and his royal sidekicks, Prince Hubert and Princess Gwendolyn, are the major characters in the series.

The Workers of Tumtum. Shows that each person has a job to do.

The Lollipop Factory. Shows that many workers, each doing his or her own job, are needed to produce a product.

Building a New Clubhouse. Shows that planning and carrying out tasks are necessary to get a job done well.

Trading Jobs in Tumtum. Shows that education and training are necessary for success in a chosen field.

Making Dragon Cookies. Shows that working together successfully requires each person to do his or her own job.

Changing World of Work in Tumtum. Shows that jobs change as people's needs change.

189 Targo Explores the World of Work. Society for Visual Education, Incorporated, Chicago, Illinois, 1975.

The series of six filmstrips and accompanying cassette narrations demonstrate concepts about the working world that include such things as job similarities from home, to school, to community levels; and worker and community interdependencies. The fanciful art work depicts a friendly fellow named Targo. Targo explores jobs; he studies jobs to find out how they are done. He studies jobs to the extent of being able to do them himself. With the use of an electronic machine, Targo can watch anyone, anytime, anyplace. While bringing out the broader career awareness information through delightful stories, Targo unobtrusively touches upon the career clusters specified by the United States Office of Education. The series was conceived, written, and produced for the specific purpose of imparting primary career education information. Each kit contains a teacher's guide and reading script.

Targo, The Job Explorer (Jobs at Home and School). Introduces Targo, his operations room, and what he does as a job explorer.

Who's Cooking, Targo? (Similar Jobs Throughout the Community). Presents Targo's explanation of the arrangement of jobs that he has explored.

Targo Explores the World of Work (Continued)

Tail of a Nail (A Cluster of Dependent Jobs). Shows Targo at his first full-time job--that of a street sweeper.

Where's the Ice Cream? (A Series of Dependent Jobs). Presents Targo helping a young grocer.

Pride of the Slippery Fish (One Job Affects Many Communities). Finds Targo talking about different kinds of communities.

Who's Got the Roller Coaster? (Many Communities Affect One Job). Shows how jobs outside Targo's community affect the job of an amusement park operator in Targo's community.

Explore. Scholastic Book Services, Englewood Cliffs, New Jersey, 1976.

The beginning of a serious investigation into working and how people determine their attitudes toward it. The complete three-unit series can be used as a full year of material to be shared by several classrooms and used periodically. Careful attention is paid to relating the career-awareness concepts to the basic Grade 4-6 curriculum by following up the filmstrips with career-centered projects involving map, graph, chart, creative writing, and social studies skills. Each unit contains 4 filmstrips with cassettes, 25 student logbooks, and a teaching guide.

190 Unit 1: Work? Play?. Hobbies, part-time jobs, extracurricular work in school, after-school clubs; all these can be seen as stepping stones to careers, and this unit shows how. ($99.50)

191 Unit 2: Who? What? When? Why?. A four-part study: personalities and jobs, jobs that fit with people's needs and skills, types and duration of training, and the reasons why people work. Includes interviews with a toy buyer, a mechanic, a chef, a lawyer, a telephone installer, and eleven more. ($99.50)

192 Scholastic Dimension/Careers. Scholastic Magazines, Inc., Englewood Cliffs, New Jersey, 1974.

An instructional kit which contains 1 sound filmstrip with a record and a cassette, 1 durable game board, 16 activity skill cards with 32 activities, 1 extra learning tool, and a teacher's guide which includes different teaching suggestions for each Grade 4, 5, and 6. The unit helps students explore careers through on-the-job activities, discover their abilities and strengths, and establish goals. ($29.50)

Beginning Concepts/People Who Work. Scholastic Magazines, Inc., Englewood Cliffs, New Jersey, 1975.

Bringing learning alive in the early childhood classroom with award-winning photography, fun, lively narrations and music to make the first learning experiences rewarding and positive, this kit explores ideas of size, number, color, shape, texture, position, time, opposites, parts of the body, and growing. Consisting of two units packaged separately, each unit contains 5 filmstrips, 5 cassettes, and a teacher's concept guide. Each of the filmstrips is devoted to a single concept, with full-color photographs illustrating the concept in a wide variety of contexts. The teacher's guide suggests further classroom activities that are natural extensions of the filmstrips.

193 Unit 1:

Short Tall Large Small centers around boats and transportation, exploring the concept of size.

Count See One Two Three shows children discovering number concepts on an old-fashioned form.

Red Blue Yellow Too examines the diversity of color in the context of people's jobs.

Boxes Clocks Building Blocks investigates shapes in the city.

Bumpy Lumpy examines texture in a variety of situations. ($79.50 per unit)

194 Unit 2:

Day Night Heavy Light explores the concept of opposites.

In Out Roundabout looks at position relationships with children at play.

Slow Fast First Last deals with time in a day in the life of a child.

Ears Nose Fingers Toes examines the parts of the body.

Kitten Pup Growing Up takes a look at growth in plants, animals, and people. ($79.50 per unit)

195 Reading About Work. McCormick-Mathers Publishing Company, New York, New York, 1977.

A supplemental reading program for students in Grades 3-6, emphasizes reading comprehension through the exposure of the students to 120 different job experiences. Comprehension skills are reinforced developmentally in exercises printed on skill cards accompanying each job card. An involvement card for each career enriches the student's understanding of the career and strengthens verbal skills. Photographs for each of the careers give visual information and aid in motivating the student to read the job cards.

196 ¡Trabajemos Con Calle Sésamo!. National Textbook Company, Skokie, Illinois, 1976.

A new and original career-oriented language arts project. Created especially for children whose native language is Spanish or for students developing foreign language skills. Kit includes: teacher's guide, student booklet, filmstrip, and cassette tape. This unit deals with careers in construction.

Focus on Self Development. Science Research Associates, Chicago, Illinois, 1971.

Three developmental programs make up this series which focuses on developing the child's understanding of self, others, and environment. Each unit contains 5 or 6 filmstrips with cassettes, 4 story records or cassettes, 20 black-and-white photoboards with photographs on each side (17" x 22"), an easel with which to display the photoboards, a pupil activity book, and a teacher's guide.

198 Stage 1: Awareness. A K-2 developmental program emphasizing development of awareness of self, others, and environment. Twenty flexible units including self-concept development, awareness of the environment through the senses, socialization, sharing, and problem solving. Teacher's guide contains activities, discussion topics, unit plans, and detailed suggestions for building an awareness important to growth and development. ($142.30)

199 Stage 2: Responding. For Grades 2-4, stories and activities encourage child's response to his personal, social, emotional, and intellectual life. Topics include self-concept, abilities, limitations, interests, concerns, communications, companionship, acceptance, and rejection, plus others important to a child as he becomes more aware of his environment and peers. Builds on concepts and awareness developed in Stage 1, but can be used separately. ($159.45)

200 Stage 3: Involvement. For Grades 4-6, this unit can follow Stage 2 or can be used separately. Emphasizes involvement with self, others, and environment. First unit presents involvement concept. Other units focus on causes of behavior, problem solving, self, emotions, experiences, choosing, learning, responsibility, groups, rights, justice, and conflict. Each unit encourages the pupils to examine their involvement with self, others, and environment, and to think about their values. ($159.45)

201 The New American Farmer. Eye Gate House, Jamaica, New York, 1975.

Investigates the newer farming techniques and the application of machinery to farming. Also examined are the facets of agri-business.

The American Farmer

Agri-Business Technician

Farm Animals

Modern Farm Machinery

Dairy Farming

Cattle Raising

Fruit Farming

Vegetable Farming

Soil Conservation

Wheat and Corn

202 Patterns of Behavior. Eye Gate House, Jamaica, New York, 1969.

This series for the lower elementary grades consists of 9 filmstrips, 5 cassette tapes, and a teacher's manual. Each filmstrip running about 6 minutes in length, tells a story which shows how different behaviors affect other people, with lessons relating to responsibility, honesty, and kindness. ($54.00)

Billy the Bully loses an election.

Freddy Forgot and spoiled a camping trip.

Sarah is Shy until she becomes a minor heroine.

All of Us Together in working lessens the burden for all.

Different May Be Nice and makes the world more interesting.

The Red and Blue Top is a lesson in honesty.

Greedy Grace finds that greediness brings grief and unpopularity.

Andy Walks the Dog tells a story about responsibility.

Penny and Mary have much to share and enjoy with each other.

203 Little Things That Count. Eye Gate House, Jamaica, New York, 1966.

A guidance series for the primary grades emphasizing the most important basic lessons to be learned in character building. Centering around situations and experiences

Little Things That Count (Continued)

familiar to all children, the stories involve the job of helping others, honesty, perseverance, responsibility, respect, and good manners. A designated frame can be held on the screen while the class discusses ways for resolving the problem facing the children in the story. Contents of the box containing these programs include 8 filmstrips and 4 cassette tapes, each running from 7 to 10 minutes in length. ($72.00)

The Busy Bees (Joy in helping others)

Lucy Learns to Share

Jerry Has a Surprise (Honesty is the best policy)

Try, Try Again (Perseverance)

One Rainy Day (Importance of listening)

Jim Learns Responsibility

Tony's Summer Vacation (Respect for property of others)

Please is a Good Word (Good manners)

204 Me, Myself and I. Eye Gate House, Jamaica, New York, 1968.

A simple, elementary course for Grades 4-6 which presents the basic principles of psychology, this series is designed to supplement the elementary guidance programs. This program gives support to psychologists, counselors, and teachers interested in preventive guidance. One or more filmstrips can be used with each session. The program can also be used with adult groups who wish to discuss children's problems. Each of the 6 filmstrips and 3 cassettes average 5 minutes in length. ($54.00)

Who Am I?

Why Do My Feelings Change?

What Can I Do About It?

How Can I Improve Myself?

What About Other People?

Where Do We Go From Here?

205 Understanding Values. Eye Gate House, Jamaica, New York, 1973.

These filmstrips do not teach "answers," instead a chain of logical questions are raised from which the individual must take a stand and therefore come to an evaluation and understanding of his or her own values. ($54.00)

Understanding Values (Continued)

Stealing

Cheating and Chiseling

Lies, Half-Truths and Untold Truths

Other's Values/Your Values

Who Cares/Staying Involved

Right, Wrong or Maybe

206 Values. Eye Gate House, Jamaica, New York, 1971.

This set is designed to assist the young learner in preschool and kindergarten in developing a standard of values. Each of the 6 filmstrips explores areas of social conflict. Both appropriate and inappropriate responses are given without a judgment being made, and the students can be asked to role play or discuss each problem and response, hence developing their own answers and formulating their own set of values. Each filmstrip runs from 8 to 13 minutes. ($54.00)

Telling the Truth

What Is Stealing?

Kindness

Politeness

Responsibility

Citizenship

207 DUSO Kit D-1: Developing Understanding of Self and Others. American Guidance Service, Incorporated, Circle Pines, Minnesota, 1970.

This program of activities is designed to help children better understand social-emotional behavior. Designed for use with kindergarten and primary-aged children, this program can be presented effectively without special training. It can be used on a daily basis throughout a full school year, or to fit the special needs and interests of a particular group. Using a variety of activities including role playing, puppet play, group discussion, supplementary reading suggestions, music, and art, the program presents eight major themes, one for each unit, ranging from understanding and accepting self to understanding feelings, others, independence, emotional maturity, and choices and consequences. The accompanying kit of materials, contained within a metal carrying case, includes a manual, two story books, records or cassettes, posters, puppet activity cards, puppets (Duso the dolphin and Flopsie the flounder, along

DUSO Kit D-1 (Continued)

with six soft hand puppets), puppet props, role playing cards, and group discussion cards. A wealth of material is contained within these resources, more than enough activities for an entire school year, all directed toward meeting the program objectives implied in the title. ($109.99)

Real People At Work. Changing Times Education Service, Washington, D.C., 1974.

This series of seven multi-media kits is designed to be infused into reading, language arts, music, social studies, art, and science. Pupils are systematically exposed to samplings from various occupational clusters. (For others in this series see 1215-1217.)

208 Kindergarten - Helps children learn to perform simple tasks and enjoy them. Encourages communication between the child, the home, and the classroom. ($245.00)

209 Grade 3 - Expands child's awareness of different careers. Helps the child identify special talents and relate them to careers. ($345.00)

210 Grade 5 - Emphasizes changes and trends in career opportunities. Examines career options grouped by common threads into clusters and sub-clusters. Helps students identify common threads most closely associated with their abilities, interests, attitudes, and values. Points out the relationship between what is learned in school and future careers. ($225.00)

211 Grade 6 - Expands scope of knowledge about careers. Emphasizes achievement and personal satisfaction. Students learn to recognize similarities and differences within clusters. Provides opportunities for discovering levels of successful performance in various situations. Helps students select four or five clusters for in-depth career exploration. ($225.00)

212 WORK - Widening Occupational Roles Kit. Science Research Associates, Chicago, Illinois, 1972.

Recommended for Grades 6-10, and consisting of 340 WORK briefs, 1 handbook of job facts, 1 workscope, 5 junior guidance booklets, 35 student record books, 2 color filmstrips, 1 cassette, 1 teacher's guide, and an index, this kit gives students an opportunity to explore areas of career opportunity. It helps them to expand their knowledge of the working world, related jobs, and own abilities and interests, and to learn more about the education they will need for various occupations. ($204.40)

Our Working World Series. Lawrence Senesh. Science Research Associates, Chicago, Illinois, 1973.

The purpose of this series is to introduce children to the fundamental principles underlying the functioning of our social world and to relate children's experiences to these principles. Designed sequentially, fundamental ideas from economics, sociology, political science, anthropology, social psychology, and law are combined within the program as a means for understanding social reality. In the first grade, these fundamental ideas are related to life in the home through Families; in the second grade, to neighborhood experiences through Neighborhoods; in the third grade, to experiences in the city through Cities; and in the fourth grade, to experiences in the world through Regions. Components of each program within the series include a teacher's resource guide, a hard-cover textbook, a soft-cover problems book, a teacher's edition of the problems book, and a complete set of records with a script book.

213 Cities

217 Families

(239) Neighborhoods

(246) Regions

223 Getting to Know Myself. Hap Palmer. Educational Activities, Incorporated, Freeport, New York, 1972.

This cassette tape and guide provide an "introduction to learning" for the preschool and kindergarten child. It covers many areas including awareness of body image and the body's position in space; objects in relation to body planes, body parts identification; movements of the body, laterality of body, laterality in relation to objects. ($7.25)

Exploring Careers Program. Changing Times Education Service, St. Paul, Minnesota, 1978.

Each unit has 4 filmstrips and cassettes dealing with 4 career clusters suggested by United States Office of Education. Each cluster is coordinated to a specific industry.

224 Exploring Careers in Service. Includes careers in hospitality and recreation, personal services, public service, and home and family services. ($72.00)

225 Newslab. Science Research Associates, Chicago, Illinois, 1972.

The Newslab program, consisting of News Guide and Newslab, has been designed to help teachers utilize the newspaper as an integral part of the total curriculum. Apart from the

Newslab (Continued)

materials provided, the program requires only an adequate supply of current newspapers.

The complete kit includes: (1) News Guide, a student booklet designed to acquaint students with a number of sections common to most newspapers; (2) 200 study-guide cards, categorized according to twelve newspaper sections, which can each be used by groups or individuals for a one-two hour activity; (3) a teacher's manual containing suggestions for conducting the Newslab program; (4) two map spirit masters, one of North America and one of the World; (5) student's personal record sheets; and (6) student's record envelopes.

226 A Job Placement Manual for Secondary and Post-Secondary Institutions in Missouri. Missouri Department of Elementary and Secondary Education, Jefferson City, Missouri, 1976.

This placement manual is designed specifically for placement personnel of secondary comprehensive high schools, area vocational schools, junior colleges, and other vocational-technical institutions. It gives detailed suggestions related to the formulation and implementation of a school-based job placement service. Sample forms are also included.

227 Preparing for Employment; Student Handbook. Missouri Department of Elementary and Secondary Education, Jefferson City, Missouri, 1976.

The purpose of the book is to help the reader obtain a job. Areas covered include: getting a job, locating a job and preparing for the interview, hints for a successful interview, and how to hold a job. Forms are included. The format is also suitable for presentation to groups.

228 Teaching Techniques in Developing Job Seeking Skills; Instructor Handbook. Missouri Department of Elementary and Secondary Education, Jefferson City, Missouri, 1976.

This publication is designed to be used by personnel who are responsible for supplying pre-employment services and eventually job placement to students graduating or leaving their institution. The objectives include developing an understanding of the rationale for providing pre-employment services, an understanding of the four major components of pre-employment preparational programs, and an understanding of the skills needed in seeking and obtaining a job.

229 Careers by Hoffman; Occupational Learning System. Hoffman Educational Systems, El Monte, California, 1975.

This kit contains 20 cassettes and accompanying filmstrips as well as a career counselor's reference guide. Each of the tapes and corresponding filmstrips describes a particular occupation such as catalog order clerk, glazier, auto transmission specialist, etc. (at least one occupation is described from each of the fifteen United States Office of Education occupational clusters). The reference guide is intended for use by teachers and/or counselors in assisting students in exploring various career opportunities. The guide contains the following sections: the student interest inventory (inventory sheets in both English and Spanish), worksheets, lists of related jobs, modules, cluster index, individual title library, and bibliography. The organization of this kit allows it to be used as a total system or as a supplement to reinforce other career education activities.

230 Improving Your Study Skills. Guidance Associates, New York, New York, 1974.

A comical approach demonstrates ways to plan and use study time, take and review notes, plan research, preview, skim, scan, read materials carefully. Silent question frames target follow-up discussion. Packaged in a box with 2 full-color filmstrips, 2 cassette tapes, and 1 discussion guide, this program is recommended for Grades 7-12. ($48.50)

The Adolescent Experience Series. Guidance Associates, Pleasantville, New York, 1973.

This series will help students (Grades 9-12) gain a balanced understanding of processes and influences that shape individual identity. Each unit builds insight into a crucial aspect of daily life and life planning; stimulates lively discussion of personal values, emotions, beliefs, goals, and interpersonal relations. Most important, the entire series creates awareness of how these factors interact continually with each other--and with family, community, cultural, and psychological environments. Each program is packaged in a box with 2 full-color filmstrips, 2 cassette tapes, and 1 discussion guide. Length of each program ranges from 7 to 14 minutes.

231 Developing Values. Open-ended dramatization stimulates group involvement in decisions that reflect conflicting values. Program traces key values-forming experiences in relation to the home, peer interactions, religious background, school life. Examines the processes through which individuals develop personal convictions. ($48.50)

The Adolescent Experience Series (Continued)

232 Setting Goals. Suggests key criteria for moving toward major commitments: awareness of potential, insight into motivations, readiness for active choice. Invites students to evaluate decisions made by Jeff, a college dropout; Alice, a student majoring in music; Steve, an athlete tempted by a scholarship; and Kathy, a working girl. ($48.50)

233 Shaping Identity. Peers relate the many-faceted concept of identity to their own lives; discuss self-image, individuality, integrity, satisfaction, goal setting, process of self-examination. With excerpts from Cummings, Hayakawa, Hesse, Maugham. ($48.50)

234 Career Values: What Really Matters to You?. Guidance Associates, Pleasantville, New York, 1974.

This program for students in Grades 9-12 introduces the concept that personal values are a key ingredient in job satisfaction through 5 full-color filmstrips, 5 cassette tapes, and 1 discussion guide. Each filmstrip, ranging from 9 to 13 minutes in length, demonstrates how values relate to careers. Part I: Identifying Values. Portrays values classification as a key to job satisfaction; helps students learn to recognize, rank, and re-rank career-related values. Part II: Chance Taking. John and Tom discuss forming a business; students identify with John's independence, Tom's desire for security. Part III: Work Environment. Students contrast Patty's structured, lavish office with Betsy's small, informal workplace. Part IV: Personal Commitment. Young people compare Ed's storefront legal work with Wallace's career in a large law firm. Part V: Time. Students relate to artist Carol's hectic freelance schedule, Joe's 9-to-5 day in a design studio. ($99.50)

Careers and Lifestyles. Guidance Associates, New York, New York, 1974.

This kit is an eight-part sound filmstrip program about the lifestyles and careers of eight very different people ranging widely in educational background and personal experiences. The program presents their previous experiences and plans for the future: where they hope to go, what they hope to accomplish, and how they expect to do it. Each person illustrates not only a particular constellation of personal traits but also the relationship of these traits to his or her career selection. The eight programs are:

Careers and Lifestyles (Continued)

235 Set 1:

Part-time Farmer

Production Worker

Entrepreneur

Surgeon

236 Set 2:

Neighborhood Center Director

Independent Carpenter

Fire Fighter

Corporate Executive

237 Career Choice: A Lifelong Process. Guidance Associates, New York, New York, 1976.

Uses narrative and personal interviews to explore, explain, and communicate some significant processes that individuals employ in choosing a career. It also presents varying views about the role of work in an individual's life.

238 Labor Unions: What You Should Know. Guidance Associates, New York, New York, 1977.

Introduces students to labor unions, their character and purpose, and acquaints students with both the concept and reality of labor-management relations. The program attempts to increase students' awareness of the relevance of unions to their own futures.

239 Neighborhoods. Our Working World Series. Lawrence Senesh. For description see page 22.

244 Scope Visuals 16; Career Crosswords. Scholastic Book Services, Englewood Cliffs, New Jersey, 1973.

For use with junior and senior high school students who are reading at the fourth to sixth grade levels and who may soon be faced with job hunting and career planning, sixteen career crossword puzzles are provided in transparencies and spirit masters for use as a classroom learning experience. ($11.50)

246 Regions. Our Working World Series. Lawrence Senesh. For description see page 22.

247 Kangaroo Kit; Leisure Education Curriculum. National Recreation and Park Association, Arlington, Virginia, 1977.

Materials include two indexed notebooks, Volume 1 (K-6) and Volume 2 (7-12); a soft-bound booklet entitled "Leisure Education Curriculum Bibliography"; and a soft-bound booklet entitled "Leisure Education Curriculum Guidelines."

Within the notebooks eight global objectives are identified and then broken into goal statements, rationale, objectives, and focus points. Task cards are provided within each goal area and include detailed activity suggestions along with practical ideas of how best to incorporate leisure education concepts into the regular curriculum.

251 Getting Your Money's Worth. Society for Visual Education, Incorporated, Chicago, Illinois, 1971.

This series is designed for use in consumer education and business education classes to correlate with study units on personal money management and basic economics, and for use in social studies classes as enrichment for units on social and economic problems. May be used in junior high, senior high, or adult education classes. Consisting of 6 filmstrips, 3 cassettes, and 7 teacher's guides and reading scripts, each filmstrip averages around 17 minutes in length. ($63.50)

Why You Need Consumer Know-How

A Blueprint for Money Management

Buying Wisely

Making Credit Work for You

Saving to Reach Your Goals

Let the Buyer Beware

252 Drugs In Today's World. Society for Visual Education, Incorporated, Chicago, Illinois, 1970.

Four tastefully done filmstrips and accompanying cassette narrations to help students become aware of drugs and their effects. Each filmstrip averages 10 minutes. The kit also contains introductory guidelines, vocabulary words, and suggested discussion questions.

Uppers and Downers: What Killed Billy Lawton?. Explains problems and defines various drug categories.

Psychedelics: A Way To Travel?. Introduces hallucinogens, marijuana, and volatile chemicals and their uses.

Drugs In Today's World (Continued)

Opiates: What Are Narcotics?. Discusses constructive and destructive uses of opiates such as heroin.

Why Drugs?. Addresses the influences of drugs and the attitudes of drug users and non-users.

253 Development of Drugs and Their Role. Society for Visual Education, Incorporated, Chicago, Illinois, 1971.

Two filmstrips and cassette narrations, each about 15 minutes in length, accompanied by a teacher's guide and reading script. This series shows how different drugs are made and where they came from. It is an in-depth look at the responsibilities of today's physician in prescribing drugs. It also gives the viewer important insights into our current drug abuse problems, including the myriad of protective federal and state controls that are placed on drugs.

Drugs and Your Health. An exposure to the many types of drugs that are both legally and illegally produced.

Behind Your Physician's Prescription. An explanation of how some drugs come from animal, vegetable, and mineral sources although most drugs are synthetically produced in pharmaceutical companies.

254 Job Hunting: Where to Begin. Guidance Associates, New York, New York, 1972.

Clarifies student understanding of employment sources while helping them build self-confidence. Explains the various types of employment agencies, role of the job counselor, civil service exams, how to answer want ads and handle job interviews. Recommended for Grades 9-12; 2 filmstrips, 2 cassette tapes, 1 discussion guide. ($48.50)

255 Career Exploration Through Mathematics. For helping students to develop and reinforce mathematical skills and to become familiar with a wide range of occupations, this guide is recommended for eighth grade mathematics classes but may be just as effective on the high school level. Consideration of the specific school situation is more important than grade level.

For others in this series, Career Education Teacher's Guides, see page 11.

256 Choosing Your Career: Environmental Control. United Feature Syndicate, Incorporated, Rowayton, Connecticut, 1975.

Thirty identical 15-page pamphlets and a wall poster briefly introduce six kinds of work in environmental control: forestry work, oceanography work, waste water treatment plant work, life science work, weather forecaster work, and sanitarian work. Teacher's guide included. ($28.00)

257 Choosing Your Career: Health Work. United Feature Syndicate, Incorporated, Rowayton, Connecticut, 1975.

Thirty identical 15-page pamphlets and a wall poster briefly introduce six kinds of work in the health field: licensed practical nursing, medical laboratory work, pharmacist work, doctor-general practitioner, hospital administrator, and surgical technician. Teacher's guide included. ($28.00)

258 Syllabus in Medical Assisting. State Education Department, Bureau of Occupational and Career Curriculum. University of the State of New York, Albany, New York, 1975.

This syllabus is part of the Health Occupations Education Program. It is a product of the combined knowledge and experience of working medical assistants, occupational curriculum specialists, and health occupations educators. Its purposes are to prepare the student for employment as a medical assistant and to provide entry-level instruction to students entering postsecondary study.

259 Job Family Series. Science Research Associates, Chicago, Illinois, 1975.

This series of twenty booklets covers a wide range of jobs grouped according to the U. S. Office of Education cluster concept. Highly informative, easy-to-grasp descriptions of job situations based on observations and interviews with workers are provided. They explain educational and training requirements for entry into jobs, and list resource material in each booklet. ($116.50)

Jobs in Agribusiness and Natural Resources

Jobs in Business and Office

Jobs in Communications and Media

Jobs in Construction

Jobs in Consumer and Homemaking Education

Jobs in Environment

Jobs in Fine Arts and Humanities

Job Family Series (Continued)

Jobs in Health

Jobs in Recreation and Hospitality

Jobs in Manufacturing

Jobs in Marine Science

Jobs in Marketing and Distribution

Jobs in Personnel Services

Jobs in Public Service

Jobs in Transportation

Jobs in Education

Jobs in Engineering

Jobs in Mechanical Work

Jobs in Science

Jobs in Technical Work

260 Occupational Exploration Kit. Science Research Associates, Chicago, Illinois, 1975.

Consisting of an Occu-Scan coding device, 400 occupational briefs, an index, 20 job family booklets, 8 guidance series booklets, 24 student record books, and a guide for counselors and teachers, all in one sturdy kit, this approach to job investigation can be systematic and personalized. Using the unique Occu-Scan coding device and the student record book, each student explores a wide variety of occupations in terms of abilities and education required in relation to his own achievements and objectives and the interests the job satisfies for him. For group and individual use in Grades 9-14. ($144.45)

261 KEYS - Career Exploration. Science Research Associates, Chicago, Illinois, 1972.

This program provides materials that help youth and adults (from Grade 6 - adult) make the transition from general exploration of the world of work to systematic investigation of individual occupations. In particular, it can extend and enhance use of the Kuder E General Interest Survey, forming a program for introductory units in occupational guidance. Ten filmstrips with accompanying cassettes, a comprehensive guide, and a career guidance manual are the components of this kit, with each filmstrip ranging from 9 to 15 minutes. The purposes of the filmstrips are to make the viewers aware of the varieties of occupations, to encourage them to think about their future, to enable them

KEYS - Career Exploration (Continued)

to become responsible for continued self-evaluation and career exploration, and to expand or help clarify their tentative career choices and goals. ($128.50)

The Turner-Livingston Communication and Reading Series. Richard H. Turner. Follett Publishing Company, New York, New York, 1962 and 1965.

Here are eight workbooks designed to improve reading skills by meeting the interests and activities of teenage readers. The story lines are realistic and the exercises fun to do. In addition, each book covers important units of work in English, social studies, citizenship, and mathematics in junior and senior high schools.

Reading Series:

262 The Family You Belong To

263 The Jobs You Get

264 The Money You Spend

265 The Person You Are

266 The Town You Live In

Communication Series:

267 The Language You Speak

268 The Newspapers You Read

269 The Television You Watch

270 Education for Occupations. Eye Gate House, Jamaica, New York, 1972.

This series of eight filmstrips (with four cassettes) deals directly with the problem of helping the slow learner to contribute to the environment in which he will be living and working. The skills presented here will fit the student with the necessary tools for him to be able to reach his maximum level of vocational competency. The filmstrips lend themselves to integration with other courses of study in the curriculum. Now the student can see and learn about the jobs that he feels may be within his limit of skill and understanding. These filmstrips open the way for excellent discussion with the slow learner--good training material. The guide for each filmstrip follows the "end" frame. Recommended for use in junior and senior high schools and the educable mentally retarded. ($80.00)

Working in a Service Station

Working in a Supermarket

Education for Occupations (Continued)

Working in the Printing Industry

Working in Food Services

Working with Business Machines

Working in Building Maintenance

Working in Manufacturing

Working in a Hospital

271 Leisure Time: Busy or Bored?. Eye Gate House, Incorporated, Jamaica, New York, 1971.

Leisure time is presented as an individual problem that needs understanding, and each individual must seek his or her own answers. This filmstrip set raises key questions and establishes some guidelines so students can reach their own solutions.

272 Career Exploration Series: Trucking--Land Transportation. Acoustifone Corporation, Chatsworth, California, 1972.

Careers associated with trucking are explored including long haul truck driver, routeman, dispatcher, and fleet maintenance man, using 6 filmstrips, 3 cassettes, 2 counselor keys, and 50 student rating charts. An overview filmstrip is presented first to which student responses provide an indication of the student's level of interest in each of the careers to be explored. Then a filmstrip about each career is presented and the student rating chart is used to indicate the interest level for particular phases of the specific careers. The counselor's key provides sources of additional information, as well as a career summary consisting of general information, outlook, working conditions and benefits. ($59.50)

273 The American Way '76. National Schools Committee for Economic Education, Incorporated, Old Greenwich, Connecticut, 1972.

A program to introduce basic concepts, values, and principles of free enterprise, these filmstrips are designed for use in social studies, consumer, business, and career education in Grades 4-9. Supplemented by several booklets and folders, a handbook is also included with the filmstrips which presents the educational base for the content and structure of the materials. ($50.00)

The American Way '76 (Continued)

Free Choices and Enterprise tells the story of a boy who spends his summer washing windows to earn enough money to buy a bicycle. It points out the roles of free choice, profit, competition, and enterprise, through a comparison of the boy's small business with that of the larger economic system, including the bicycle shop and manufacturer.

Loafs of Bread depicts a conversation between a little girl and an animated character, a slice of bread. "Slice" tells of the chain of economic events set in motion by the purchase of a loaf of bread with flashbacks to colonial times to illustrate productivity and examples throughout of individual responsibility.

What's In a Shirt? explains the role of tools in our economy through the economic equation: Man's Material Welfare (MMW) equals Natural Resources (NR) plus Human Energy (HE) multiplied by tools (T). Dialogue between a boy and girl develops the equation using a shirt to represent the MMW factor. It explains that investment provides tools and tools increase productivity to the benefit of everyone.

274 Opportunity. Scholastic Book Services, Englewood Cliffs, New Jersey, 1976.

For Grades 9-12, this kit contains 8 filmstrips with cassettes, 30 student logbooks, and a comprehensive teaching guide with annotated workbook pages and complete scripts keyed to photos. Students get actual practice in employment activities and procedures, beginning with a job interview in which the students are exposed to the kinds of questions asked by interviewers, and followed by exploring 15 careers and finding out what individuals like about their work and how it affects their lives. Careers explored include a respiratory therapist, a conservationist, a customs agent, dry cleaner, a builder, and a photographer. On-the-job problem solving is demonstrated, and then, in the final filmstrip, the students are again interviewed, this time to show what they have learned in their explorations. This kit can be used as a 5 to 8 week workshop course or intermittently throughout the school year. ($169.50)

275 People and Choices: Career Folios. Introductory set. Division of Urban Education. Harcourt Brace Jovanovich, Incorporated, Chicago, Illinois, 1971.

A program designed to acquaint pre-high school students with developing career possibilities, PAC aims to increase their understanding of interrelationships of education, personal interest, career options, and steps on career ladders. Each folio is a fold-out of photographs and drawings with a description of how different people prepared for and succeeded in their careers. ($7.95)

276 Job Experience Kits. Science Research Associates, Chicago, Illinois, 1970.

Simulated work experiences in 20 different occupations, these kits are designed to stimulate student interest in career exploration. Rather than describing the work experience, each kit gives the student a chance to try out realistic work problems in specific occupations. Recommended for Grades 8-14, they may be used on an individual or group basis. Components include a pad of 30 answer sheets and comprehensive user's guide in each kit on the following occupations: accountant, appliance service worker, auto mechanic, beautician, carpenter, designer, drafting technician, electronics technician, elementary school teacher, lawyer, librarian, medical technologist, motel manager, plumber, police officer, salesperson, secretary, truck driver, veterinarian, and X-ray technician. Occupational tools are included where feasible and appropriate. ($160.50)

Adolescent Conflicts Series. Guidance Associates, Pleasantville, New York, 1974.

This series is designed to help young people (Grades 9-12) discuss, understand, and cope with common emotional and values-related problems. Each program comes separately packaged in a box containing 2 full-color filmstrips, 2 12-inch lp records, and 1 discussion guide. Part I of each program features an original dramatic presentation, which builds a situation young people identify with immediately; dramatizes a conflict that actively involves their sympathy and judgment; leads to an unresolved ending that triggers immediate follow-up comment. Part II of each program features a carefully structured cast discussion lead by Dr. Martin Mintz, consultant to the development of the series. The actors explore characters, motivations, interactions. Their talk crackles with conflicting viewpoints, strong and honest feelings. Each 3-4 minute discussion segment provides insight into a specific problem. And each stop-banded segment concludes with a probing question printed on the screen to help you target the follow-up group dialogue. Filmstrip length ranges from 16 to 20 minutes each, not including the class discussion. (Total set $219.50)

277 Coping With Competition. Three dramatic scenes explore positive and negative aspects of competitive behavior; examine competitive values in conflict with fairness, cooperative impulses, individuality. Printed questions follow each scene. Final cast discussion relates competition to various personal, social, and family factors. ($48.50)

Adolescent Conflicts Series (Continued)

278 Coping With Jealousy. Part I. When Ellen accepts a ride from the school athlete, she and Bob must reevaluate both the advantages and the limitations of their exclusive relationship. Part II. Built-in discussion breaks probe reasons for jealousy; contrast game-playing with honest communication; deal with possessiveness, insecurity, the need for closeness. ($48.50)

279 Dealing With Group Pressure. Part I. Drew's pal, Ed, forgot to pick up a key basketball player for an important away game. But Ed lies and blames the team manager for this mistake and demands that Drew support him in the lie. Drew must either: (a) tell the truth, see his friend punished by an exasperated coach and face ostracism by his friends; or (b) lie for Ed and see the blameless manager kicked off the team. Part II. Built-in discussion breaks provoke lively group debate about loyalty, conscience, group pressure, what your young people would do in Drew's place, possible effects of such dishonesty on the "co-conspirators" themselves. ($48.50)

280 Dealing With Anger. Part I. Treated unfairly by her driving-test examiner, Sue loses herself in (a) a rage-retaliation fantasy; (b) a self-denigrating fantasy; (c) a rage-displacement fantasy aimed at her boyfriend. Part II. Built-in discussion breaks examine functions of "primary process" and "secondary process" fantasies; the tendency to use friends and others as scapegoats. ($48.50)

281 Seeking Independence. Part I. Don overcomes his parents' manipulative tactics to even a family argument; then unknowingly applies similar tactics in trying to influence his girlfriend's vacation plans. Part II. Built-in discussion breaks probe the need to rebel against control; the related need to control others; ways to explore one's own motivations. ($48.50)

Discovering Your Personality Series. Guidance Associates, Pleasantville, New York, 1973.

The three programs in this series focus on the development of personality in preadolescence and early adolescence, when one is most susceptible to both family and peer pressures. It is designed to stimulate candid group response; to help students explore their own (and others') emotions, values, and goals; to deepen understanding of relationships with family and peers; to help each child build awareness of his or her own potential for achievement and personality growth. Contents of each program, packaged in a box, include 2 full-color filmstrips, 2 cassette tapes, and 1 discussion guide. The series is recommended for Grades 5-9. ($129.50)

Discovering Your Personality Series (Continued)

282 Belonging to a Group. Part I. Lively vignettes portray family and peer-group interactions, rewards for group sharing, helping, creative cooperation, problems of group pressure, rejection. Part II. Your students join neighborhood kids working as a group to create a backyard carnival; built-in discussion breaks target discussion relating to group interaction and the role of each character. ($48.50)

283 Exploring Your Feelings. Part I. Narration and dramatic vignettes portray emotions related to puberty, disguised anxieties, envy of friends, ways of expressing anger, the need to "talk out" emotions. Part II. Youngsters examine hostility, vulnerability, manipulative behavior and empathic responses in a group-game situation. ($48.50)

284 Who Are You?. Part I. Introduces four very different peer models; demonstrates how family, school and other interactions shape their self-images. Part II. The four children talk about their family relationships, their ambitions, fears, jobs. Built-in discussion breaks invite youngsters to discuss each peer model's personality and potential. ($48.50)

285 Our World of Work Series. Dynamic Educational Films Media Corporation, North Massapequa, New York, 1974.

Designed to implement the concepts of career education so that special education students may select and plan rewarding and satisfying occupational roles in a complex and changing world. These five color filmstrips and cassette tapes present a method that leads to self-discovery and motivates the student to capitalize upon his strengths and abilities. A unique dimension of this program is a natural break every twelfth frame for a review and reflection period that allows the student and teacher to play a more active role in determining the pace that is established. ($80.00)

Why We Work

Working . . . at the Car Wash

Working . . . at the Service Station

Working . . . at the Factory

Working . . . at the Restaurant

Man and His Music Series. Keyboard Publications, Incorporated, New Haven, Connecticut, 1975.

Each program consists of 2 full-color filmstrips, 1 cassette, and 1 teacher's guide, and may be used in junior and senior high schools.

Man and His Music Series (Continued)

286 Careers in Music. The making of a rock recording; careers in jazz and rock, training, employment; the performer, conductor, composer, music librarian; careers in the music industry, teaching, and sacred music. ($34.00)

287 Melody. Explains what melody is, how melodies are created; scales, modes, improvisation; a visit with Aretha Franklin. ($34.00)

288 Rhythm. Visit the Brubeck home; his description of the rhythmic structures in his music; exploring in sight and sound the rhythm section of a rock group and the full percussion section of a symphony orchestra; what rhythm is, rhythm patterns. ($34.00)

289 Roots of Democracy. Portrays the musical life in America during the Revolutionary period; history of the era, military music, folk instruments, colonial art. ($34.00)

290 CPS; Career Planning System. National Center for Research in Vocational Education. Ohio State University, Columbus, Ohio, 1978.

The Career Planning System (CPS) is a set of individualized materials through which the high school student becomes acquainted with occupations that are representative of basic worker functions. The materials are designed to help the student achieve four major career development outcomes: (1) to explore personal interests; (2) to examine occupations to determine how they relate to personal interests; (3) to identify school courses and extracurricular activities in which personal interests may be nurtured and related skills may be developed; and (4) to relate high school preparation to potential occupational choice.

291 BHQ Career Concept Cards. BHQ Careers, Pittsburgh, Pennsylvania, 1975.

The five sets of cards are part of the Allegheny Intermediate Unit's system of curriculum infusion resource file, developed as a part of a pilot project in career education. The cards are coded according to grade level and subject relationship. Each card develops a career concept giving objectives, resources, materials needed, activities, games and role play suggestions.

292 Human Reproduction 100. Guidance Associates, Pleasantville, New York, 1969.

A daylight blackboard projection slide system, this program consists of 80 full-color slides depicting structures and functions of male and female reproductive systems, embryonic

and fetal development, and the birth process. These slides provide a flexible and convenient method for teaching human reproduction to middle school and secondary school students. A teacher's handbook, complete with lesson plans, is also provided. The slides are packaged in a Kodak Carousel Cartridge, with labeled and unlabeled slides. ($64.50)

294 Implementing Career Education. Division of Curriculum Services, St. Louis Public Schools, St. Louis, Missouri, 1976.

This slide show presents the concept of career education and how it has been infused in various grade and subject levels in the St. Louis Public Schools.

295 Community Learning Resource Guide of Speakers and World of Work Field Trip Experiences. Division of Curriculum Services, St. Louis Public Schools, St. Louis, Missouri, 1976.

The directory lists organizations which have agreed to take students into their facilities to give them hands-on experience with the world of work and/or have made speakers available to come to the classroom. Organizations are listed according to occupational cluster. Following this are the information sheets on each organization listing name, address, telephone number, contact person, and preferences.

296 Activities for Succeeding in the World of Work. Grady Kimbrell and Ben S. Vineyard. McKnight Publishing Company, Bloomington, Illinois, 1975.

The activities in this book are correlated with the textbook, Succeeding in the World of Work, and can be supplemented with a filmstrip series by the same name (455). Students are involved in such activities as self-exploration, consumer skills, career exploration, job-seeking skills, and on-the-job work habits. ($2.97)

297 The Jobs Book: How to Find and Keep a Job. Jerri Schapiro. Scholastic Book Services, Englewood Cliffs, New Jersey, 1976.

This book is intended for junior and senior high school students who read at the fourth to sixth grade levels. It takes students through a sequence which explores their interests, attitudes, skills, needs, and values. It should be most helpful to students who may drop out of school or not further their education.

298 Jobs in Your Future. Scope/Job Skills 1. Scholastic Book Services, Englewood Cliffs, New Jersey, 1967.

Edited for the below-average high school student who may drop out or not further his or her education after high school, this workbook takes the student through a sequence which explores vocational interests, skills, and needs. Through stories and practical exercises, the student learns about eight career fields and the steps necessary for finding and keeping a job. In addition, five short stories focus on common problems of young workers. A teacher edition accompanies the workbook. ($1.00)

299 & 300 Deciding and Deciding: A Leader's Guide. H. B. Gelatt, Barbara Varenhorst and Richard Carey. College Entrance Examination Board, New York, New York, 1972.

Deciding, a course of study to teach students how to make decisions, and its companion publication, Deciding: A Leader's Guide, represent an attempt by the College Entrance Examination Board to assist students in making well-informed and well-considered decisions about themselves, their education, and their future. Designed for students in junior and senior high schools, the program is a course of study in the development of decision-making skills that can serve as a basis for a school-wide decision-making curriculum, as a major component in the guidance program, or as part of subject areas such as English, social studies, and health education. ($2.50 and $2.00, respectively)

302 Decisions and Outcomes. H. B. Gelatt, Barbara Varenhorst, Richard Carey and Gordon P. Miller. College Entrance Examination Board, New York, New York, 1973.

An outgrowth of the College Board's Deciding program (299), these books constitute a new decision-making curriculum intended to help older high school students, college students, and adults who are faced with personal, educational, or career decisions. They present a course of study in the development and application of decision-making skills, and can serve as a framework for a course in decision making, as a major component in guidance and counseling programs, or as part of subject areas such as English, history, human relations, drug education, and health education. The materials are especially appropriate for use in group settings including the classroom, college orientation programs, or small group counseling situations. ($3.00 and $2.50, respectively)

304 Job Application and Interview. Richard C. Lacy and Ok D. Park. University of Missouri, Columbia, Missouri.

This curriculum guide was primarily written for business and office education, but is readily adaptable to other vocational areas such as agricultural education, distribution education, home economics education, and industrial education. Self-contained with no outside reference materials needed, each of nine units contains objectives, unit outline, activities with transparency masters and handout materials, case problems with teacher suggestions, evaluation, and additional or alternative evaluation measures. Unit topics range from "Why Work?" and "Career Opportunities" to "Letters of Application and Application Blank" and "Job Success Factors."

305 Careers in Communications Media-Instructor Guideline. Oregon State Department of Education. Government Printing Office, Washington, D.C., 1975.

This publication is the result of an effort to reduce the mismatch between education/training offered individuals and worker requirements faced when entering the world of work. The focus in the guideline is on the in-depth exploration of the CMO cluster. Field test site users reported the guideline permitted them to: extend the procedures used to identify the CMO cluster occupations to all fifteen United States Office of Education clusters, interrelate existing Department of Labor information, and relate the cluster scheme approach to the National Institute of Education/ Appalachia Educational Laboratory developed Career Information System and Career Decision-Making Program.

306 Natural Resources and Career Awareness. Department of Agricultural Education, Pennsylvania State University. Government Printing Office, Washington, D.C., 1973.

This teacher's guide offers teachers a sequenced program of suggested topics and learning activities in the natural resources, and information regarding careers in the natural resources. Divided into three general divisions based on a sequential progression from kindergarten through sixth grade, the first section (Grades K-2) explores the world of the child and organizes it into identifiable study groups, the second section (Grades 3-4) deals with the needs of living things and relates them to the use of natural resources, while the third section (Grades 5-6) offers material that will help the student become aware of specific information about and interrelationships among natural resources. Goals, activities, worksheets, teacher's notes, and evaluation are included within this booklet.

307 Natural Resources Technologies. Department of Agricultural Education, Pennsylvania State University. Government Printing Office, Washington, D.C., 1973.

A suggested post high school program development guide, this booklet considers the following natural resources technological areas: air pollution control, forest, rangeland, minerals and mineral fuels, geological, outdoor recreation, soil, urban-regional planning, landscape architecture, water, wastewater, oceanography, wildlife, fish, and marine life. In each natural resource technology, the significance of the resources, the employment outlook for technicians educated in the resource area, suggested technical curriculum considerations, selected references, and selected professional and technical organizations are provided. Useful ideas and information may be found to supplement the high school program.

308 Occupational Preparation in the Natural Resources. Department of Agricultural Education, Pennsylvania State University. Government Printing Office, Washington, D.C., 1973.

As a suggested high school curriculum guide, unit outlines with behavioral objectives, learning activities, and references are provided. Additionally, a sequence of career education efforts, discussion of opportunities, faculty, student services, the library and its use, and a selected list of scientific, trade, and technical societies are also provided. The purpose of this curriculum guide is to present a model plan for high schools and vocational-technical schools in initiating natural resource occupational preparation programs.

309 The Art of Developing a Career. Theodore W. Friel and Robert R. Carkhuff. Human Resource Development Press, Amherst, Massachusetts, 1974.

As part of the Working Skills Series, the student's guide provides an advanced student version for high school and post high school students. Beginning with self and career awareness, this workbook emphasizes training in the skills necessary to process career information and develop successful careers. The accompanying helper's manual, intended for counselors and teachers, provides perspective skills, concepts and facts to guide the helper in delivering career skills.

310 College Planning/Search Book. 1976-77 edition. John Roth, director. The American College Testing Program, Iowa City, Iowa, 1976.

This guide is intended to help students and parents locate colleges appropriate to the students' needs and preferences.

College Planning/Search Book (Continued)

It combines suggestions and ideas about the college planning process with information about individual colleges. Information included: admissions, cost and financial aid, institutional characteristics, student body characteristics, majors available, percent of students in twelve areas of study, college transfer, and career programs available. ($5.00)

311 Exploring Careers in Business Occupations. Richard C. Lacy. Instructional Materials Laboratory, University of Missouri, Columbia, Missouri.

In this self-contained curriculum guide, five units are presented including "Importance of Choosing a Career," "Personal Qualities for the World of Work," "Occupational Requirements and Sources of Information," "The World of Work in Business," and "Developing a Career Plan." Each unit contains objectives, unit outline, activities with transparency masters and handout materials, and evaluation.

312 New City Telephone Company Simulation Game. R. Garry Shirts. Simile II, Del Mar, California, 1974.

This game gives participants practice in group discussion, decision making, goal setting, listening, and note taking. Players actively participate in the decision-making process and live with the consequences. The game also serves as the basis for involving participants in discussions about the role of the privately-owned, government-regulated corporation in the American economic system, labor-management relations, work values, leadership, and career choice. Game includes: teacher's manual, student booklets, cassette, and transparencies.

314 Handbook of Job Facts. Compiled by Carol J. Lang. Science Research Associates, Chicago, Illinois, 1972.

Useful in junior high and high school, facts in chart form about duties, education, training and qualifications, advancement, earnings, and outlook are provided for three hundred key jobs. Indexed to SRA WORK Briefs, Occupational Briefs, and Career Information Kit for in-depth exploration. ($6.90)

316 Occupations: Military-Civilian Occupational Source Book. Armed Forces Vocational Testing Group, Universal City, Texas, 1975.

This source book was created to serve as a single reference document for enlisted military occupational information,

and whenever possible to equate these occupations to their civilian counterparts. Not intended to be all inclusive nor to replace individual military service publications, this book provides a starting point for investigating the opportunities for work experience and training in all military services.

Expo 10: Exploring Career Interests. Science Research Associates, Chicago, Illinois, 1975.

Using games as learning tools, this program for the middle grades takes advantage of the energy and involvement that students devote to playing games, while providing occupational information and awareness. Organized by the 10 Kuder interest areas, the games deal with career development and exploration. Board games, card games, variations of traditional games and hands-on activities, multi-media games and all the necessary components are included. ($270.00 kit)

317 Teacher's Guide

319 Musical Games

320 Scientific Games

321 Literary Games

322 Mechanical Games

323 Outdoor Games

324 Artistic Games

325 Persuasive Games

326 Computational Games

327 Social Service Games

328 Career Education Program. Compulearn, Incorporated, Pittsburg, Pennsylvania, 1972.

Using a battery-run matrix console into which program cards are placed, the student is introduced to basic ideas about the world of work and about himself and his possible choice of a career. Compulearn program cards are organized according to levels which roughly correspond to grade levels from kindergarten through twelfth. Levels A-G of this program, corresponding to Grades K-6, consists of 142 Compulearn program cards that introduce over 250 careers. Levels H-K, corresponding to Grades 7-9, consisting of 90 Compulearn program cards introduce over 450 careers and career information. Levels L-N, comparable to Grades 10-12, consisting of 90 program cards introduce over 180 careers and career information.

Big Blue Marble Career Learning Center Kits. Xerox Education Publications, Columbus, Ohio, 1975.

Career materials designed for the intermediate grades (4-9). Conceived by Alphaventure, the company which also creates the international children's television show "Big Blue Marble." The series consists of fifteen separate kits, one for each of the occupational clusters defined by the United States Office of Education. Each kit contains: (1) a filmstrip highlighting workers from a particular industry or division within the broad occupational category; (2) a two-sided cassette or long-playing record, one side providing the filmstrip narrative and the other side containing a bonus career feature in radio show form; (3) a set of duplication articles actually used by workers in that field, usually accompanied by questions to answer or problems to solve; and (4) a teacher's guide explaining ways the teacher can use these materials to his or her best advantage. ($36.00 each or $495.00 for complete set of 15 kits)

329 Agri-Business and Natural Resources. Visits an egg ranch.

330 Business and Offices. A typical day at a bank.

331 Communications. Visit a radio/television station.

332 Construction. Visits a construction site.

333 Consumer and Homemaking. Careers in consumer protection.

334 Environmental Control. Forestry.

335 Fine Arts and Humanities. Talk with a museum curator.

336 Health. Hospital rounds with a doctor.

337 Hospitality and Recreation. Resort and amusement park.

338 Manufacturing. Careers in electronics.

339 Marine Sciences. Visits an oceanographer.

340 Marketing and Distribution. How the supermarket sells its products.

341 Personal Services. Fireman, reporter, policeman.

342 Public Services. Census taker, district attorney, mail carrier, social worker.

343 Transportation. Day in the life of a truck driver.

People at Work. Associated Press. Pathescope Educational Media, Incorporated, New Rochelle, New York, 1975.

This career awareness program for the elementary-junior high student explores the ways people earn their livings through work which fulfills the needs of our society. It has been designed to help youngsters understand that work is a worthwhile and necessary means of providing the essentials of life. People at Work also helps develop numerical,

communication, information-processing, decision-making, manual-perceptual, and interpersonal skills.

344 Building the Nation

(347) Educating the People

(349) New Horizons for Women

Careers. Associated Press. Pathescope Educational Media, Incorporated, New Rochelle, New York, 1977.

The Careers programs are designed to help junior-senior high students answer questions such as these: Is a college degree necessary? What are the chances of advancement in a given vocation? Each career field is examined in a two-part program. Part 1 provides the viewer with a broad picture of a career area using interviews with real people. Part 2 focuses on the details of a given career area.

345 Careers in Energy

346 Careers in Education

(350) Non-Traditional Careers for Women

347 Educating the People. For description see People at Work Series, page 44.

348 Changing Patterns. Robert Denberg, Ph.D. and Harmon Tucker. Title VIII Validation and Dissemination Group, Sheridan School District, Englewood, Colorado, 1975.

Changing Patterns is the result of an United States Office of Education funded project in nineteen schools across the nation to develop and implement innovative methods to reduce dropout. The systems-oriented kit consisting of an introducation and four parts includes: (1) Problem and Preparedness Profile, (2) Resources and Needs Profile, (3) The Strategies, and (4) Design Guide. By using the kit each school can establish its own program based on its unique needs and resources.

349 New Horizons for Women. For description see People at Work Series, page 44.

350 Non-Traditional Careers for Women. For description see Careers, above.

The Fascinating World of Work; Career Awareness Series. National Career Consultants, Incorporated, Richardson, Texas, 1977.

The purpose of the program is to give the student the necessary information to intelligently choose a career. This is done through helping the student understand his or her lifestyle and examining careers that might relate to it. In addition, the day-to-day duties of 29 specific careers are explained. (For others in this series see page 161.)

351 Volume I. Sales, Accounting, Mechanics, Physicians, Firefighters.

352 Volume II. Lawyers, Electricians, Law Enforcement, Truck Driving, Secretaries, Retail Fashion Buyers.

353 Volume III. Nursing, Writing, Civil Engineering, Education, Computer Programmers, Machinists.

354 Volume IV. Bankers, Plumbers, Photographers, Lab Technology, Commercial Pilots, Hair Stylists/Barbers.

355 Volume V. Carpenters, Social Workers, Commercial Artists, Printers, Veterinarians, Airline Flight Attendants.

Career Education Program. Houghton Mifflin Company, Geneva, Illinois, 1973.

A series of three source books of resource materials and procedures useful in helping students progress in their career education. Includes detailed lesson plans accompanied by duplicating masters and transparencies, packaged in a three-ring binder. With a continuing grade-to-grade sequence of development, the program progressively reinforces students' knowledge and understanding of the world of work, and emphasizes that a proper career choice enlarges a person's opportunities for a satisfying life. Students explore areas of work related to their interests. ($15.00 per volume)

356 Volume I. Grades K-6. Charles W. Ryan.

357 Volume II. Grades 7-9. Glenn A. Saltzman.

358 Volume III. Grades 10-12. H. Eugene Wysong.

359 Career Exploration in Marketing and Distribution. Contract Research Corporation. Government Printing Office, Washington, D.C., 1976.

A package of career exploration curriculum materials aimed primarily at pre-vocational students. Sixteen complete curriculum units, each including a teacher's guide and student materials, are contained in a looseleaf binder. The units provide students with a variety of exploratory experiences in career decision-making, self-assessment, and

learning about the occupations, work environments, and skills involved in marketing and distribution.

360 My Job Application File. Charles Kahn and others. Second edition. Janus Book Publishers, Hayward, California, 1975.

This easy-to-read text gives students practice in filling out job application forms from nine major companies. Additional exercises have the student consider his or her educational record, health record, past work experience, and references. ($1.95)

361 Occupational Source Book; Military-Civilian. U. S. Department of Defense. Second edition. U. S. Military Enlistment Processing Command, Fort Sheridan, Illinois, January 1978.

In order to provide a stimulus to investigate the military service as a source of immediate employment and technical training, this book emphasizes the commonality between military and civilian occupations. Occupations are labeled according to the Department of Labor Dictionary of Occupational Titles and the fifteen career clusters developed by the Department of Health, Education and Welfare.

362 Occupational Guidance. Finney Company, Minneapolis, Minnesota, 1971-75.

Individual descriptions of 800 careers, from able seaman through zoologist, are presented in booklet form stored in a metal rack. A brief for each occupation describes such things as the duties and responsibilities, the salary range, advantages and disadvantages, education needed, and the best ways to enter the field. Twenty briefs are in each booklet, and five booklets make up each of eight units. ($240.00)

363 Finding Your Job. Finney Company, Minneapolis, Minnesota, 1969-78.

The Finding Your Job series of 360 monographs presents information for the mentally handicapped, the slow learners, and students with learning problems to help them prepare for specific jobs within their capabilities. Each set of five volumes is revised periodically. ($168.00)

364 & 365 Learning About Careers. Books I and II. Finney Company, Minneapolis, Minnesota, 1973 and 1974.

Learning About Careers are textbooks/workbooks that introduce students to specific jobs and to the occupational clusters recognized by the United States Office of Education. Each book contains ten job descriptions from ten clusters. The type is easy to read and a vocabulary section acquaints readers with new words. They are designed for Grades 4-6. ($1.75 each)

366 Finding Your Job Workbook. Finney Company, Minneapolis, Minnesota, 1974.

To be used in conjunction with Finding Your Job (363), this 72-page workbook is designed for use in special classes. There is an assortment of lessons, and space for working and answering questions. The workbook and booklet series are intended to help students with limited comprehension to become productive members of their communities. ($1.75)

367 thru 369 Help Yourself to a Job. Yvette Dogin. Finney Company, Minneapolis, Minnesota, 1974.

Consisting of three workbooks, Part I (367) covers the various steps leading to a job, including filling out an application form. Part II (368) explains the difference between skilled, semi-skilled, and unskilled jobs. It also includes lessons pertaining to base pay, withholding tax, fringe benefits, and social security. Part III (369) explains employer-employee relationships, lists sources of employment, and offers helpful suggestions for keeping a job. ($1.75 each)

370 It's Easy to be Liked. Ann V. McGravie. Finney Company, Minneapolis, Minnesota, 1973.

A textbook-workbook dealing with personalities, habits, and manners as well as physical characteristics and grooming. Provides opportunities for self-analysis and builds the reader's confidence in him or herself. In gaining an understanding of personal social problems and their solutions, the reader learns it's easy to be liked. ($1.75)

371 & 372 Lots of Things. Books I and II. Yvette Dogin. Finney Company, Minneapolis, Minnesota, 1970 and 1971.

A workbook full of things waiting to be recognized and examined by the special education student or slow learner who is interested in learning more about familiar objects.

Lots of Things (Continued)

Work section provides the student with opportunities to use the word he has studied in the text section. Book II is a follow-up to Book I. ($1.75 each)

373 Your Money--Going or Growing. Bernard Schneider. Finney Company, Minneapolis, Minnesota, 1974.

A textbook-workbook directed toward helping the slow learner or underachiever to understand and cope with the many money management problems he will face as an adult. Focuses on everyday consumer problems and situations such as borrowing money, insurance, banking services, etc. ($1.75)

374 Alex on the Grill. For description see People Working Today Series, page 136.

375 Janus Job Interview Guide. Revised edition. Arnold Livingstone. Janus Book Publishers, Hayward, California, 1977.

The guide presents fifteen highly realistic interview situations for entry-level jobs. The interviews are presented through photographs and dialogue. Each interview is followed with a memory check, a decision-making exercise, a puzzle, and an interview rating form. ($3.25)

376 Janus Job Planner. Wing Jew and Robert Tong. Janus Book Publishers, Hayward, California, 1976.

The Janus Job Planner has been created to help students, especially those with limited academic ability, to choose suitable kinds of work, set goals, and make plans for achieving those goals. This is accomplished by helping students take a closer look at their needs, interests, values, attitudes, self-esteem, and other aspects of their personality. ($2.85)

Janus Survival Guides. Janus Book Publishers, Hayward, California.

Designed to help special needs students make full use of their own, as well as the community's resources. Reading is kept at the primary level with difficult words being phonetically respelled. Comprehension checks and reinforcement immediately follow the development of major concepts.

377 Finding a Good Used Car. William Fletcher and Patrick Kelley, 1977. The primary objective is to help students choose a used car wisely. This is done by focusing on how a car works and what to look for in a used car in coordination with the individual's needs. ($2.45)

Janus Survival Guides (Continued)

378 Using the Want Ads. Wing Jew and Carol Tandy, 1977. This shows students how to use classified ads for various needs. The students are familiarized with the major kinds of ads including help wanted, automotive, rentals, and home furnishings. Students are also given practice in writing their own ads. ($2.45)

(1085) Reading Schedules

(1086) Reading and Following Directions

(1087) Getting Around Cities and Towns

(1088) Reading a Newspaper

380 The National Guidance Handbook. Science Research Associates, Chicago, Illinois, 1975.

A guide to vocational education programs, this paperbound book contains facts about 146 vocational education programs offered in post-secondary and high schools. Includes the requirements for entering the programs, the kinds of courses to take, what is done in the classroom and laboratory, and the jobs you can prepare to enter. ($8.95)

381 Careers: Exploration and Decision. Jack L. Rettig. Prentice-Hall, Incorporated, Englewood Cliffs, New Jersey, 1974.

Beginning with an explanation of how people choose their occupations, and then exploring individual differences in people according to needs and types of personalities, this book proceeds to examine the process of making a career decision, the means to compare and evaluate occupations, and advice for finding a job and making a living.

382 A Guide to Jobs. Southwestern Bell, St. Louis, Missouri.

This handbook has been designed for counselors to use as a reference in vocational discussions with high school students. Information is given on Southwestern Bell employment procedures, job descriptions, general and specific qualifications, and services available to schools.

383 Career Education Guide. Science Research Associates, Chicago, Illinois, 1973.

A kindergarten through adult guide to SRA materials. Grade level and objectives are listed with correlating materials published by SRA. Materials are also listed alphabetically by title with full-page descriptions.

384 Introduction to Health Careers. Joan M. Birchenall and Mary Eileen Streight. J. B. Lippincott Company, Philadelphia, Pennsylvania, 1978.

Designed for high school and entry-level community college students considering a health career, this text examines a wide range of health occupations. Occupations are considered in terms of job responsibilities, personal characteristics desired, educational requirements, and opportunities for advancement. ($5.95)

385 Occupational Outlook Handbook. U. S. Department of Labor and Bureau of Labor Statistics. Government Printing Office, Washington, D.C., 1978-79.

For more than 800 occupations and 30 major industries, information on the nature of the work, training and educational requirements, working conditions, earnings, chances for advancement, and job prospects for the 1980s is provided in this handbook. Sources of additional information for each occupation are also included. ($7.00)

Modular Exploration of Technology Series. Prentice-Hall, Incorporated, Englewood Cliffs, New Jersey, 1976 and 1977.

These books are a series. Modular means that each topic is presented in a separate book. Modularization produces compact, low-cost text and reference materials to suit any need and any course-organizational pattern. The flexibility afforded by modularization permits schools to select program components best suited to needs and time available. Exploration means that the world of technology is opened up for investigation. The MET Series is not merely a group of "how-to" books. It does explain how to work with wood, fix engines, and make electronic devices, but exploration implies more than that. The MET Series opens to readers the creative spirit of men and women, the excitement of discovery, and the rewards of patient research. MET readers will study many and various technologies. At the same time, creative "hands-on" activities will reduce abstractions and increase motivation.

388 Careers: An Overview. Robert M. Worthington.

392 Introduction to Design. Robert Steinen.

394 Communication: Drafting. Thomas J. Morrisey.

396 Communication: Electricity and Electronics. Rex Miller.

398 Communication: Graphic Arts. Darvey E. Carlsen and Vernon A. Tryon.

400 Communication: Industries and Careers. Rex Miller.

402 Communication: Photography. Philip G. Gerace and Stephen S. Mangione.

Modular Exploration of Technology Series (Continued)

404 Construction: Architectural Drawing. William P. Spence.

407 Construction: Systems and Materials. William J. Hornung.

410 Construction: Techniques. Glenn E. Baker.

413 Energy and Transportation: Automechanics. Clifford E. Simes.

415 Energy and Transportation: Industry and Careers. John J. Geil and B. Stephen Johnson.

417 Energy and Transportation: Power. John J. Geil.

419 Energy and Transportation: Small Engines. James N. Yadon.

421 Manufacturing Processes: Ceramics. Thomas G. Gregor.

423 Manufacturing: Industry and Careers. Harvey R. Dean.

425 Manufacturing Processes: Metals. H. C. Kazanas and Lyman Hannah.

427 Manufacturing Processes: Plastics. Donald J. Jambro.

429 Manufacturing Processes: Woods. Gerald D. Cheek.

431 Army Occupational Handbook. Government Printing Office, Washington, D.C., 1974.

A 97-page handbook for use by students, guidance personnel, and Army recruiters providing information about career opportunities through the Army, both for training and employment.

432 Federal Career Directory 1976-1977. United States Civil Service Commission. Government Printing Office, Washington, D.C., 1976.

This directory presents information about federal careers and the agencies that employ college graduates for these positions. Brief job descriptions show the nature of the work, the qualifications required, and career possibilities. ($3.45)

433 Dictionary of Occupational Titles. U. S. Department of Labor. Fourth edition. Government Printing Office, Washington, D.C., 1977.

Covering nearly all jobs in the U. S. economy, the Dictionary of Occupational Titles (DOT) includes standardized and comprehensive descriptions for 20,000 occupations. These occupations are grouped systematically according to job tasks and requirements.

Career Information Center. Visual Education Corporation, Princeton, Jew Jersey, 1976.

This series is written at reading levels appropriate for each occupation. Jobs requiring no training are written at the sixth to eighth level; jobs requiring some training at the ninth to tenth level; jobs requiring advanced training at the eleventh to twelfth level. Levels are determined in accordance with the Dale-Chall Readability Formula. A selected bibliography of general and professional readings is provided in each book. This includes print and audio-visual materials. Also contained is a directory of occupational education and vocational training facilities listed by occupational area and by state.

434 Communication and the Arts

Sextant Series. Sextant Systems, Incorporated, Milwaukee, Wisconsin, 1963-70.

The Sextant Series of 16 independent yet related volumes has been developed primarily for "self-use" by junior and senior high school students under the general supervision of teachers and counselors. Each volume contains a method of self-assessment of personal characteristics for comparing the student's profile with those of the occupations related to each industry. Some volumes also provide pre-inflation pay scales.

435 Agriculture

436 Air Transportation

437 Banking

438 Construction

439 Graphic Arts

441 Hospitals

442 Hotels and Restaurants

443 Insurance

444 Manufacturing (Salaried)

445 Manufacturing Wage

446 Motor Transportation

447 Personal Profiling Form

448 Professions

449 Protective Agencies

450 Public Utilities

451 Recreation, Parks, and Youth Services

452 The U. S. Army Career and Education Information Center. U. S. Army, Department of Defense, Washington, D.C.

Providing a comprehensive view of opportunities related to the Army, the complete kit has three components: a student edition, a counselor edition, and an audiovisual supplement containing twelve filmstrips and records.

453 Career Education in the Environment. Olympus Research Corporation. Government Printing Office, Washington, D.C.

Three slide/tape presentations are accompanied by a handbook in this program designed for high school students to explore environmental problems and solutions, and to provide information on existing and emerging career opportunities in this field. The four sections of the handbook include career education and the environment, environmental careers, environmental education curriculum, and an annotated bibliography for pursuing further information. The slide/tape presentations last around 24 minutes each, and are also accompanied by a script and an instruction booklet. (Total set $125.00)

The State of Our Environment. ($45.00)

Solutions to Environmental Problems. ($45.00)

Career Implications of Solutions to Environmental Problems. ($45.00)

454 Junior and Senior High School Career Center. Thomas J. Jacobson, La Mesa, California, 1974.

An audio-visual aid for the senior high school counseling practitioner and counseling educator, this filmstrip with cassette tape provides the "How to" of planning, organizing, developing, and operating a career center through plans, pictures, and informative dialogue. It is the equivalent of an extensive field trip through three senior high school career centers at reduced cost. ($25.00 each or $40.00 for both)

Succeeding in the World of Work. McKnight Publishing Company, Bloomington, Illinois, 1976.

Six sets, each with two filmstrips and one cassette, are designed to enrich text and workbook content (296). They also can be used independently in such educational situations as group guidance, social studies, specific occupational preparation classes. The filmstrips range from 39 to 43 full-color frames and contain many cartoons as well as true-to-life photographs. The cassettes have both an automatic advance impulse of 50 Hz, and sound pulse at 1000 Hz.

Succeeding in the World of Work (Continued)

455 Managing Your Money (and) Protection From Economic Loss

456 Charge It, Please (and) The Wise Consumer

(861) Introduction to the World of Work (and) Locating and Applying for a Job

(862) Planning for Success (and) Setting Your Career Goals

(863) Your Progress on the Job (and) Human Relationships

(1049) You, Your Employer, and Your Co-Workers (and) Personal Safety

457 Career Planning; Alternatives and Misconceptions. Public Information and Education Services, Incorporated, Bozeman, Montana, 1977.

This is a career planning package which helps junior and senior high school teachers and counselors assist students in the career planning process. It emphasizes the importance of goals, values, and feelings in choosing a career and reviews misconceptions students have regarding career planning. The package stresses the importance of vocational education as an alternative to college. ($195.00)

458 Western Electric Educational Filmstrip. Educational Aids, New York, New York.

This filmstrip has been developed by Western Electric as a teacher aid to motivate minority students to higher achievement in the classroom, and to inform them of work possibilities open to them. It presents a skilled worker from a minority group speaking in her own words about her own employment situation and the need for school completion. The subjects were chosen partly because of their individual ability to communicate this vital message in a way that students can readily understand. This kit includes four filmstrips and pamphlets to explain them.

459 Consumer Advertising; The Communications Link Between Buyer and Seller. The Procter and Gamble Company, Cincinnati, Ohio, 1977.

This kit is about advertising--the type of advertising practiced by companies which market a broad range of consumer products, e.g., bar soaps, detergents, toiletries, cake mixes, paper towels, and coffee. The focus, therefore, is on the advertising of low-cost, high-volume items. It looks at advertising from two viewpoints: that of the consumer, who buys products to fulfill varied needs and wants, and that of the manufacturing company, which makes

consumer products that attempt to satisfy those needs and wants. In using the kit you will be able to help your students: Better understand the purpose, practice and significance of advertising in the American economy; become more proficient in evaluating advertising in terms of personal resources and individual goals; recognize the forces at work in this society to protect integrity and honesty of advertising; and better understand the steps an individual can take if there is a question about an advertisement. ($7.00)

Economics for Young Americans. Chamber of Commerce of the United States, Washington, D.C.

Each phase consists of four filmstrips, two cassettes, duplicating masters, and teacher's guides.

460 Phase I. 1975.

Profits at Work. Demonstrates the role of profits in a free economy and reinforces the positive concepts of profits.

Business Means Business: About Ecology. Emphasizes both the personal rewards and responsibilities involved in making the environment better.

Money Matters. Deals with money as the tool we use to measure and compare the value of goods and services, and money as the lubricant that keeps the machinery of our economy running.

The Promise of Productivity. Helps the student understand productivity as one of the major reasons for the advancement of civilization as we know it.

461 Phase II. 1977.

The Business of Competition. Discusses competition in the American economy.

Why the Price?. Helps students understand how costs affect prices, the role supply and demand play in pricing, and impact of government, and the problem of inflation.

Check Your Paycheck. Helps students understand the relationship between gross pay and net pay, the nature of deduction, and the effects of inflation on pay.

The Sense of Saving. Explains how, why, and where individuals and businesses save.

462 Choosing Your Career. Guidance Associates, Pleasantville, New York, 1968.

Consists of 2 filmstrips, 2 cassette tapes, and 1 discussion guide. Part I describes six general personality types: social, intellectual, conventional, enterprising, realistic, and artistic, and relates them to broad career areas. Part II helps students evaluate their own personalities in these terms. Featured is a self-narrated case history of a truck driver, a social worker, a recreation director, a narcotics detective, an optometrist, a biochemist, and a beautician. This program is designed for use as an introduction to the major occupational fields. ($48.50)

463 Who Can Help You?. Francis E. Burnett. Guidance Associates, Pleasantville, New York, 1974.

Guidelines for seeking help and dramatized scenes provoke dialogue about medical, consumer, psychological, legal, vocational and other counseling resources in the school and community. Silent question frames target built-in discussion breaks. Recommended for high school; 2 full-color filmstrips, 2 cassettes, 1 discussion guide. ($48.50)

464 What You Should Know About a Career as a Filmmaker. Career Education Associates, Incorporated, New York, New York, 1973.

Should be read and listened to by every Hollywood-struck, would-be filmmaker. Packed with realistic occupational facts and priceless interviews. ($19.95)

465 Selectapes. Visual Education Corporation. Macmillan Publishing Company, Inc., New York, New York, 1974.

Provides college-bound students an opportunity to hear interviews of other students now attending colleges and other advanced learning institutions, along with professional experts and counselors. Students describe in their own words life on and off campus, what it's like to go to school for specialized training, how to apply for scholarships, and everything concerned with choosing a college or the most suitable specialized schooling. The complete program includes 6 audio cassettes, a storage album, and a listener's guide. ($49.95)

Selecting a College/Applying to College

The Large State University/The Church-Related College

The Liberal Arts College/The Community College

The Urban University/The Highly Selective University

Selectapes (Continued)

Institutions of Technology/Women's Colleges and Men's Colleges

So You Don't Want to Go to College/Selecting an Occupational Program

Careertapes. Visual Education Corporation. Macmillan Publishing Company, Inc., New York, New York, 1974.

A career exploration program in which the actual voices of people in the working world tell students how it is: pay, hours, promotional advantages, educational requirements, etc. Designed for independent inquiry for pre-college students, these tapes help students in obtaining valuable insight into the working world and avoid thoughts of unrealistic jobs for themselves. The complete program includes 18 audio cassettes packaged in 3 shelf albums and a listener's guide.

466 Careertapes 1: Health, Marine Science, Transportation, Business and Office, Communication and Media.

467 Careertapes 2: Personal Services, Manufacturing, Construction, Environment, Hospitality and Recreation.

468 Careertapes 3: Consumer and Homemaking, Agribusiness, Fine Arts, Public Service, Marketing and Distribution.

469 Decision Making for Career Development; A Role-Playing Program. Don H. Parker and others. Science Research Associates, Chicago, Illinois, 1975.

An audio-cassette program that is designed to provide a series of role-playing situations that will enable students to define their attitudes and values about the working world. It assists students in developing human relations and communications skills that will be helpful in future working environments. Recommended for Grades 8-College, the program components include 4 audio-cassettes in a binder, 30 student response books, and 1 program guide. Each session requires 30 to 50 minutes, depending on the amount of class discussion generated. ($50.00)

470 The American Free Enterprise Economic System. Education Department, Missouri Chamber of Commerce, 1976.

Handouts to accompany Economics for Young Americans series. For description see page 56.

471 Growing on the Job. Maurice E. Wilson. McGraw-Hill Book Company, St. Louis, Missouri, 1977.

A component of a kit from the Career Core Competencies Series, this guide is intended to help students adjust to life on the job and to effectively plan long- and short-term goals. Essential job rules, regulations, and procedures are also outlined. A demonstration cassette is also available.

472 Life-Centered Educational Materials. Argus Communications, Niles, Illinois.

This is a sampler kit consisting of three Argus books: Why Am I Afraid to Tell You Who I Am?, If You Don't Know Where You're Going, You'll Probably End Up Somewhere Else, and Poster Ideas. Also included are some posters, samples of "Lifeline," "Making Sense of Our Lives," and scripts for filmstrips.

473 Career Education in Missouri. Robert Gordan and Richard Nelson. Missouri Department of Elementary and Secondary Education, Jefferson City, Missouri.

This slide/tape show is designed to stimulate interest in and discussion about career education for a wide range of audiences ranging from citizens groups to educational specialists. A booklet accompanies the slides and tape to aid the user of these materials, and includes suggestions for using this presentation, the major points of the presentation, and the actual script.

Career Education Audio Cassettes. Olympus Media, Salt Lake City, Utah.

This series of cassettes was recorded by such notables in the career education field as Kenneth Hoyt, Rupert Evans, and Garth Mangum. They discuss concepts of career education, implementation of programs, and what career education implies for educators and the society. Audio cassettes provide a listenable, accessible way to learn from the experts. Each tape is approximately 30 minutes. ($6.95 each)

477 Career Education: What It Is and How to Do It.

478 The Case for Career Education. Kenneth B. Hoyt.

479 Issues in Career Education. Kenneth B. Hoyt.

480 Rationale for Career Education. Rupert N. Evans.

481 The Elementary School: Bedrock for Career Education. Kenneth B. Hoyt.

482 Career Education: The Change Agent. Rupert N. Evans.

Career Education Audio Cassettes (Continued)

483 Career Education and the Counselor. Kenneth B. Hoyt.

484 Career Education and Career Choices. Kenneth B. Hoyt.

485 Manpower Training Programs and Career Education. Garth L. Mangum.

486 What the Future Holds for the Meaning of Work. Kenneth B. Hoyt.

487 What Career Education Is. American Institutes for Research, Palo Alto, California.

Side one of this cassette discusses what career education is, what it means to the individual school district, where career education came from, what the state of the art is, and where it is going. Side two discusses comprehensive career education programs in Maryland and Arizona. It also gives tips from practitioners.

488 Guide to the Integration of Career Development into Local Curriculum. Grades K-12. Wisconsin Department of Public Instruction, Madison, Wisconsin, 1971.

This guide is one of the early exemplary models developed in an attempt to assist local school personnel implement a well coordinated career development program in Wisconsin schools for all students. This resulted from the work of a study committee composed of counselors, administrators, vocational coordinators, and supervisory personnel as well as Department of Public Instruction consultants.

Vocational Education/Special Education Project. M. LeRoy Reynolds, director. Central Michigan University, Mt. Pleasant, Michigan, 1973.

These guides focus upon the occupational preparation of persons with special educational needs. It was developed and tested through the cooperative effort of vocational and special education teachers. Cluster guides cover the following areas:

489 Food Preparation and Service

490 Graphics and Communication Media

491 Health Occupations

492 Manufacturing

493 Office and Business Occupations

494 Program Guide and Employment Task Modules

(962) Distribution

(963) Construction

(964) Clothing and Textile Services

(965) Agriculture/Natural Resources

(966) Automotive and Power Services

495 . . . And Master of None. Ruth Bebermeyer. Community Psychological Consultants, Incorporated, St. Louis, Missouri, 1976.

This is a book consisting of short poems.

496 I Wonder. Ruth Bebermeyer. Community Psychological Consultants, Incorporated, St. Louis, Missouri, 1971.

This record includes songs for elementary/junior high students about how they might enjoy themselves and how they relate to others. The lyrics are on the container.

Career Communications Series. Mariestelle M. Brown. Bobbs-Merrill Educational Publishing, Indianapolis, Indiana.

This series is made up of 53 individual programmed learning units known as options, which cover topics such as reading, writing, and speaking as used in career related courses, writing laboratories, and English courses. The series has been tested and edited over a four-year period and has been used with students from junior high to adult education classes.

497 Speaking to Groups. Option 32. 1976. ($6.60)

498 Implementation Manual and Instructor's Keys. 1978. ($5.00)

499 Career Development Activities. Larry J. Kenneke. Howard W. Sams and Company, Incorporated, Indianapolis, Indiana, 1973.

A collection of career development activities, this manual is a tool to be used by the classroom teacher or guidance person as a first step in achieving a totally integrated program which leads to career awareness, exploration of tentative life careers, emphasis on selected occupations, subsequent job specialization, and eventual employment. ($3.71)

500 Your Career in the World of Work. Milton K. Berlye. Bobbs-Merrill Company, Incorporated, Indianapolis, Indiana, 1975.

This book can be used with students from the junior high to adult level. Material and information for obtaining, holding, and getting ahead on the job are presented. The book is helpful for persons who are not presently employed. Proper attitudes and work habits are stressed. ($8.21)

501 Career Education: What It Is and How To Do It. Olympus Publishing Company, Salt Lake City, Utah.

The basic concepts of career education are presented in this sound filmstrip. The show is an excellent beginning tool for either in-service or pre-service teacher training. The program consists of 160 video frames and a pulsed audio cassette, 20 minutes. ($47.50)

502 Field Validation of the Career Education Curriculum Project Modules. Phase II. Earl J. Moore and Frank Wellman, directors. University of Missouri, Columbia, Missouri, 1978.

The two major goals of Phase II are field validation of the Grades K-6 modules and the development of an evaluation product for Grades 7-12 curriculum modules. Learning sequence objectives and learning experiences are outlined in each curriculum module.

503 Guidance, Counseling, and Support Services for High School Students with Physical Disabilities. Technical Education Research Centers, Incorporated, Cambridge, Massachusetts, 1977.

This book was written to orient teachers and counselors to the issues, materials, practices, and resources important in serving students with physical disabilities/chronic health problems. Beginning with an overview of disabling conditions the manual then addresses: coordinating the delivery of services, personal adjustment, educational planning, career development and guidance, vocational assessment, psychometric testing, job placement, and parent involvement.

504 Career Development Needs of Seventeen-Year-Olds: How to Improve Career Development Programs. Anita M. Mitchell. Government Printing Office, Washington, D.C., 1977.

The intent of this publication is to present the results and suggest implications for practice of the NVGA-AMEG Commission on National Assessment's Career and Occupational

Career Development Needs of Seventeen-Year-Olds (Continued)

Development. The data is useful to counselors, counselor educators, teachers, educational decision-makers, and government policy-makers.

505 Vocational Instructional Materials for Students with Special Needs. Douglas C. Towne and Sidney Wallace. Northwest Regional Educational Laboratory, Portland, Oregon, 1972.

Materials and information are compiled for teachers who are involved in vocational instruction for special needs students. The materials have been identified with instructional titles and codes from the U. S. Office of Education classification system. Citations for each include: title, author, areas or programs to which the material is relevant, potential use, subject content, a brief description, method of presentation, price, and source.

506 Career Guidance, Counseling and Placement Elements of an Illustrative Program Guide. Norman C. Gysbers and Earl J. Moore. University of Missouri, Columbia, Missouri, 1974.

This guide for career guidance, counseling, and placement is designed to deal systematically with problems and to suggest ways of overcoming difficulties. The suggestions offered are provided to assist state and local leaders in carrying out their tasks of state and local guidance development and implementation.

507 A Teacher's Handbook on Career Development for Students with Special Needs: Grades K-12. Illinois Office of Education, Springfield, Illinois, 1977.

In an attempt to assure that the information contained in this handbook is relevant to what teachers should know and be able to do with respect to career education for students with special needs, the following assumptions, conclusions and implications, and purposes are examined. Unless the reader clearly understands why such information is important, and how it may be applied in a teaching-learning situation, the intended purpose may never be realized. Quality education for students with special needs can be achieved only as a result of well organized and implemented instructional programs. The challenge in developing this handbook has been to identify teacher competencies that are essential to provide quality career educations for handicapped children and to help develop the teacher's knowledge and skills deemed important in career education curriculum planning and instruction.

Communicating Successful Career Education Methods and Procedures in Rural American K-12 Settings. Bernadette Griffith. Career Education Project, Cashmere, Washington, 1977.

This three volume set makes up the final report of the Cashmere, Washington, Rural American K-12 Career Education Project. The project scope and sequence is described as well as national workshops and results. The third volume includes copies of all the project newsletters and scripts of the slide-tape presentations which are included in this final report kit.

(513) Volume II.

508 Volume III.

(1227) Slide-Tape Program.

509 Allied Health Education. Health Delivery Systems, Incorporated, St. Louis, Missouri, 1974.

Health Delivery Systems, Incorporated, through its relationships with health professionals, medical and health organizations, educators, hospital personnel and community groups, compiled this book for counselors and students seeking guidelines for entry in health professions in Illinois and Missouri. For each position information on personal and educational qualifications, future prospects, and training programs is given. ($1.00)

510 From Here to There--An Implementation Guide. Robert J. Cowles and Mary Louise Hawkins. Ferguson Reorganized School District R-II, Florissant, Missouri, 1976.

Specific implementation strategies are outlined in establishing an advisement program within a school. The process is divided into four stages: self assessment, model search, adaptation and implementation, and program maintenance. Each stage is further divided into specific steps to follow, needed materials are listed, notes containing details are given, and a time sequence is suggested.

511 The Original American Early Morning Primer. Bernie Griffith. Cashmere School District, Cashmere, Washington.

The goal of this publication is to provide you with a practical guide for implementation of a successful career education program. Intended for use in rural school districts it is designed to apply to a vast array of situations, answer a broad assortment of questions, and speak to all levels of experience. Quite simply, in order to meet the varied needs of the intended audience the primary feature of the guide is flexibility. The format is based on the premise that no two people will approach this book from the same point of view.

512 Vocational Opportunities. Paul F. Cook and others. American Institutes for Research in the Behavioral Sciences, Palo Alto, California, 1977.

This handbook is intended primarily for use by those who provide vocational training and job placement services for the severely handicapped, or by those who train personnel who will be providing those services. It will be useful in identifying suitable jobs, designing training programs, identifying job clusters, and providing information for handicapped persons.

513 Communicating Successful Career Education Methods and Procedures in Rural American K-12 Settings. Volume II.

For description see page 64.

514 Identification of Training Needs of School Personnel Responsible for Career Education of Handicapped and Disadvantaged Students in Missouri. Carol D. Jones. University of Missouri, Columbia, Missouri, 1977.

The objectives of this special needs assessment report are to identify the competencies needed by school personnel, to develop an in-service training program, and to develop a pre-service training program that will prepare school personnel to work with handicapped students in career education.

515 Career Education K-6 Constructional Activities. F. Milton Miller and James E. O'Bannon. University of Missouri, Columbia, Missouri, 1975.

The objectives of this project included: a review of selected projects; identifying the tools, materials, and constructional activities utilized; and a synthesis of the results into an in-service model for dissemination to local schools.

517 Career Education Resource Guide. General Learning Corporation, Morristown, New Jersey, 1972.

Written largely by classroom teachers for classroom teachers, the purpose of this book is to provide the practicing classroom teacher with examples of how career education can be put into practice in the classroom. About 100 brief, self-contained curriculum elements, selected from the practice of teachers in numerous exemplary sites and adapted for this book, are presented as provocative classroom models.

518 Career Education: Retrospect and Prospect. Sidney P. Marland. Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

Presents a speech given as part of the Distinguished Lecture Series at the Center for Vocational Education, 1974-75.

520 Career Education: How to Do It. Compiled by Office of Career Education, U. S. Office of Education. Government Printing Office, Washington, D.C., 1974.

A compilation of creative approaches by local practitioners, this handbook was prepared by career education practitioners for career education practitioners. Its primary purpose is to provide persons charged with making career education work at the local school level with ideas that could be helpful to them. These ideas were written by participants in 20 career education "mini-conferences" conducted by the Office of Career Education, USOE, during the summer of 1974.

521 Handbook for Teachers of Adult Occupational Education. Bureau of Occupational Education Curriculum Development. University of the State of New York, Albany, New York, 1978.

The handbook is designed to answer some of the questions new instructors might have. It may be used for in-service training or as a reference for occupational instructors.

522 You're Hired! Getting the Right Job for You. Teacher's manual. Developed by Learning Resources Center, Virginia Commonwealth University. University of Texas, Austin, Texas, 1972.

This manual provides guidelines and suggestions for the organization and planning of course content, teaching methods, and learning activities. Contents of the units include: finding the right job, application skills, interview skills, and what to do after the interview.

523 Career Education: What It Is and Why We Need It From Leaders of Industry, Education, Labor, and the Professions. Chamber of Commerce of the United States, Washington, D.C., 1975.

Calls attention of the general public to a national focus on career education from leaders of industry, education, labor and the professions. ($2.00)

524 Career Exploration and Skills Development: The Community Training Site Method. Susan E. Klaiber and others. Somersworth High School, Somersworth, New Hampshire, 1978.

One way to supplement and expand career and vocational programs is to develop a community training site program. This guide presents all the steps involved in the development of such a program including a timing sequence. The program is briefly outlined as follows: assess needs; obtain support; conduct labor needs analysis; identify sites; arrange for supervisor training; recruit students; orient students and parents; implement, publicize, evaluate and modify program.

525 Dimensions: A Catalog of Ideas Relating Education to Work. Government Printing Office, Washington, D.C.

This catalog presents effective career education practices and materials developed by projects funded by the U. S. Office of Career Education. A list of career education resources is also provided. The volume is divided into six sections. The first three relate to classroom approaches, career education counseling, and community resources. The remaining three sections cover guarding against sex role stereotyping, career education in rural settings, and for special populations, and administration.

Teacher-Developed Curriculum Modules from Selected Regions of Texas. Texas System for Incremental Quality Increase and Partners in Career Education. Texas Education Agency, Austin, Texas, 1976.

In order to respond to students' needs, these curriculum ideas were gathered from teachers in twelve of the twenty education service centers. Basic learner outcomes, determined by a statewide sampling of students, parents, education, and business/industry representatives, are organized in the following categories: career planning and decision making, career and occupational information, job acquisition and retention, attitudes and appreciation, skills in human relationship for careers, self-investigation and evaluation for career success, personal/work/societal responsibilities, economic factors influencing career opportunity, education/career opportunity relationships. Each book shows how to infuse the basic learner outcomes within a specific grade and/or subject level. Included are learning modules, curriculum content, performance objectives, student activities, instructional resources, and criteria for evaluation.

526 Combining Basic Learner Outcomes for Career Education and Existing Curriculum in Grades K-3.

Teacher-Developed Curriculum Modules (Continued)

528 Combining Basic Learner Outcomes for Career Education and Existing Curriculum in Grades 4-6.

529 Combining Basic Learner Outcomes for Career Education and Existing Curriculum in Grades 7-9.

530 Combining Basic Learner Outcomes for Career Education and Existing Curriculum in Grades 9-12.

531 Combining Basic Learner Outcomes for Career Education and Existing Curriculum in Elective Subjects--Humanities, Vocational Education, Business and Office Education, Industrial Arts, and Other Electives--in Grades 7-12.

532 Combining Basic Learner Outcomes for Career Education and Existing Curriculum in Language Arts/English in Grades 7-12.

533 Combining Basic Learner Outcomes for Career Education and Existing Curriculum in Mathematics, Science and Physical Education in Grades 7-12.

534 Combining Basic Learner Outcomes for Career Education and Existing Curriculum in Social Studies in Grades 7-12.

537 Rural Women and Education: Annotated Selected References and Resources. Women's Educational Equity Communications Network, San Francisco, California, 1978.

Relevance to rural women's educational opportunity, recency, and accessibility to users were the major criteria for inclusion in this bibliography. Major subject areas include bibliographies, historical and contemporary perspectives, aspirations, education, work, periodicals, and sources of information. ($2.00)

538 Profiles of Career Education Projects. Fourth year's program. Prepared by Thomas Buffington and Associates for the Office of Career Education, U. S. Office of Education, Washington, D.C., 1979.

The projects summarized include exemplary and demonstration projects funded during the 1978 fiscal year by the Office of Career Education of the U. S. Office of Education. Project summaries were written by the director with technical assistance. The five categories of projects include: (1) activities designed to effect incremental improvements in K-12 career education programs; (2) effective methods and techniques in career education from the senior high to college level; (3) methods and techniques for special needs students; (4) methods and techniques for training and retraining of instructors; and (5) activities to communicate the career education concept.

539 States Career Education Resource Guide, 1979. National Center for Career Education. University of Montana, Missoula, Montana, 1979.

The resource information for this guide was broken into six major categories: (1) U. S. Office of Education Career Education Current Projects; (2) State Directors of Career Education; (3) Career Education Projects approved by JDRP; (4) Career Education Personnel; (5) Career Education Programs and Practices. Programs and practices have additionally been divided into the areas of general, K-12, elementary, secondary, adult, and special.

540 Armed Services View. Walter H. Cox and W. A. Zerface. Indiana University, Bloomington, Indiana.

View presents materials in print and microfilm which identify related military and civilian careers. The program includes an introduction to the Armed Services and covers training and duties for over 100 civilian and 450 related military careers.

542 Educator's Guide to Military Career Resources. Military Recruiting Commands. Council of Chief State School Officers, Washington, D.C., 1978.

This bibliography focuses on career/occupational materials prepared and distributed by the military. All materials may be obtained by contacting a local recruiting office. Each entry gives title, issuing branch, pagination, and a brief description.

543 Textbook: Military Career Awareness Course for Educators. Department of Defense, Washington, D.C.

This text is designed for counselors and guidance personnel desiring to enhance their awareness and knowledge of opportunities in the military services. The scope of the material covers military history, occupational requirements, recruiting and testing, pay and benefits, educational opportunities, and more.

544 A Selected Bibliography of Resources for Motivation-Development of Self, Examination of Sex-Roles, Clarifying Values for Careers. Judi Fox and Dick McLaughlin. Joliet Township High Schools, Joliet, Illinois, 1978.

This bibliography lists resources in these consciousness-raising areas: improving motivation, enhancing self concept, developing awareness, sex roles, and examining values as they relate to career choices. Each entry includes information regarding title, media, publisher's address, cost, and a brief description.

545 Increasing Collaborative Efforts in Career Education K-12. Phase I. InterAmerica Research Associates, Incorporated. Office of Education, U. S. Department of Health, Education and Welfare, Washington, D.C., 1978.

A series of seventeen "mini-conferences" was held, each devoted to a different perspective on the concept of collaboration in career education. The contents of this publication came from the notes of the mini-conferences. The notes of this publication formed the basis for a series of monographs written by the Director, Office of Career Education.

546 Increasing Collaborative Efforts in Career Education K-12. Phase II. InterAmerica Research Associates, Incorporated. Office of Education, U. S. Department of Health, Education and Welfare, Washington, D.C., 1978.

The 1977-78 series of mini-conferences was followed by site visits to exemplary career education programs in fifteen cities. This publication is the result of the notes of these visits. Programs range from career education centers to school system based programs to education-work councils.

548 Try It, You'll Like It! A Student's Introduction to Non-Sexist Vocational Education. Martha Matthews and Shirley McCune. National Foundation for the Improvement of Education, Washington, D.C., 1978.

This booklet is a collection of thoughts, information, and questions designed for females and males about alternatives in nonsexist vocational education. It helps students explore interests, consider roles in and out of the home, evaluate courses, and familiarize legal rights.

549 One Year Out: Reports of Rural High School Graduates. Prepared by Abt Associates Incorporated. ERIC Clearinghouse on Rural Education and Small Schools, Las Cruces, New Mexico, 1977.

Information is given about graduates of rural high schools that will be useful to rural educators. The data was collected during a four-year longitudinal study of students attending small schools serving rural areas. This survey represents the responses of high school graduates one year after graduation. ($3.79)

550 Rural Career Guidance: Administrator's Role in Implementing Change. ERIC Clearinghouse on Rural Education and Small Schools, Las Cruces, New Mexico, 1978.

Divided into three chapters, the contents include: the role of administrators in educational change, a guide for implementing a career education program in a rural school, and discovering resources.

551 Rural Career Guidance: Abstracts of Current Research, Materials, and Practices. ERIC Clearinghouse on Rural Education and Small Schools, Las Cruces, New Mexico, 1978.

This bibliography covers resource material, research findings, and/or developments in rural career guidance. Citations include the subject, author, institution, date of publication, and a brief annotation. ($9.50)

552 Need a Lift?. American Legion Education and Scholarship Program, Indianapolis, Indiana, 1976.

Although an attempt was made to emphasize opportunities available to children of deceased and disabled veterans, this booklet could assist any student interested in furthering his or her education. Information included gives sources of career information, scholarships and financial aid, loans, educational assistance, state educational benefits, and American Legion aids. ($.50)

553 What Is Career Education?. Council for Basic Education, Washington, D.C., 1973.

On October 27, 1972, Dr. Sidney P. Marland, Jr., and Dr. James D. Koerner joined with the Board of Directors and staff of the Council for Basic Education in a conversation about career education. The proceedings were recorded and this paper contains most of the remarks made on that occasion. ($.50)

554 Music In Careers; Career Development Curriculum for Music Teachers. Department of Education, St. Paul, Minnesota.

This is designed as a guide for the music teacher by suggesting classroom activities related to various music-oriented careers. The specific goals are: to help students become aware of careers in which music is influential, to provide accountability rationale, to awaken musical attitudes, and instigate avocational interests in music.

555 Experiences in Understanding Self and Others. Merrill Harmin. Argus Communcations, Niles, Illinois, 1973.

Three teacher's planning booklets and three packets of spirit masters comprise this set of materials designed to make students think about themselves and their values. Topics are thoughtful and no moralizing is done. Students must make their own decisions. This is a part of the Argus series Making Sense of Our Lives. ($7.50)

556 Presenting Careers in Focus. McGraw-Hill, Incorporated, New York, New York, 1976.

An overview and introduction promoting Careers in Focus, a product of McGraw-Hill.

The Administration of Career Education. Harry N. Drier and Nancy S. Martinez, editors. Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

This in-service guideline has been developed and tested to assist in the preparation of administrators in their roles as career education leaders. The guidelines focus on key issues that will face administrators. It provides an orientation to the broad concept of career education and its effect on the district educational philosophy, it deals with the change process that will occur, assesses user needs, explains how to reorganize staff, identify resources, and plan and evaluate the fiscal effort. The final topic deals with the construction of an implementation plan that will aid in the logical and timely development, implementation and validation of the district's efforts. This in-service guideline was developed and tested through the able assistance of many local districts, state departments of education, universities, colleges, and professional staff.

557 Facilitator's Instructional Plan

558 An Orientation to Career Education, Module I

559 Change Strategies and Techniques, Module II

560 Career Education Needs and Assessment, Module III

561 Identification of Resources, Module IV

562 Program Development Components of Career Education, Module V

563 Evaluating Program Components, Module VI

564 Financial and Resource Program Planning, Module VII

565 Developing an Implementation Plan, Module VIII

Information Series. The ERIC Clearinghouse on Career Education and The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1977.

566 Career Education: The Role of School-Related Youth Groups and Voluntary Organizations. V. Milton Boyce and Hope S. Daugherty.

Youth groups and voluntary organizations are reviewed to determine their relationship to career education. The audience addressed includes group and organizational leaders and sponsors, school administrators, and state department vocational education personnel. Topics discussed include: the individual model of career education, the role of groups in career education, and an overview of the current career education impact of school youth groups.

567 Sex Fairness in Career Education. Marla Peterson and Louise Vetter.

Sex fairness subjects discussed in this analysis include: the basis of concern, current status of women in employment, career education leadership, and ways to make career education sex fair. Appendix lists sources of materials.

568 Adult Education Teaching Techniques. Donald F. Seaman.

Techniques for teaching adults at different educational and occupational levels is presented for adult education teachers. Some of the techniques included are: brainstorming, case study, correspondence study, critical incident, demonstration, and others.

569 Industry/Education Cooperation for Adult Continuing Education. Roy L. Butler.

After reviewing what adult continuing education means, this paper examines the economic, social, and technological conditions that affect the education of adults. Also discussed are new developments and joint ventures by industry/education along with recommendations for future planning.

570 Preretirement Education. D. Barry Lumsden.

The primary objectives of this paper are to assess the psychological effects of retirement, to assess preretirement conditions and attitudes affecting adjustment to retirement, and to illuminate learning experiences which aid adjustment. Also included are a bibliography on attitudes and aging and preretirement education programs.

571 Adult and Continuing Education: The Next Ten Years. Stanley M. Grabowski.

The field of adult and continuing education, current trends and issues/impact on future, alternative educational opportunities for adults, and resulting future issues are the topics of this paper intended for adult educators and researchers.

Information Series (Continued)

572 Competency-Based Vocational Education: A Review. William C. Knaak.

A review of literature on competency-based vocational education (CBVE) is presented with the following topics discussed: differences between traditional and competency-based education, growth and breadth of CBVE, critical components in the specification of learner objectives, providing instruction, assessing the learning experience, and priorities for research. An appendix of additional readings is included.

573 Cooperative Education: A Review. Frederick G. Welch.

This review of cooperative vocational education identifies two approaches: the capstone approach and the diversified occupations approach. In addition, the following topics are discussed with regard to their relationship to cooperative education: career decision-making, special needs students, higher education, adult education, cost-benefits, and concerns and problems.

574 Program Evaluation in Vocational Education: A Review. Floyd McKinney.

The focus in this paper is on evaluation techniques suitable for strategies used in vocational education. Addressed to teachers, administrators, and researchers, the contents include the following and more: purpose and definition of evaluation, evaluation models, needs assessment, former-student followup, surveys, and cost benefit studies.

575 Metrics for Occupations. John C. Peterson.

The metric system is discussed with regard to its history, rationale for U. S. adoption, an overview of the basic units, how it will be used in careers, and recommendations for research and development.

576 Vocational Education for the Handicapped: A Review. Marc E. Hull.

Programming and techniques useful in providing vocational education to handicapped students is presented. Specific topics include: rationale for handicapped participation in vocational education, barriers to participation, legislative impact, identifying the handicapped, developing program alternatives, prevocational education, and more. The appendix contains descriptions of information systems on the handicapped.

577 Sex Fairness in Vocational Education. John Phillip Schenck.

The subject of this deals with eliminating sex bias in vocational education. Issues discussed include: sex fairness in vocational education as a warranted assumption, the impact on careers of sex role stereotyping and sex bias, forces promoting sex fairness, and forces promoting the

Information Series (Continued)

Sex Fairness in Vocational Education (Continued)

eradication of sex unfairness. Recommendations and conclusions are made to maximize reduction of sex unfairness in vocational education.

578 Issues and Policy in Vocational Education. Carol P. Kowle.

This information analysis paper distinguishes between issues and policy in vocational education, identifies current issues and outlines official policies, and makes recommendations for coordination among leaders who develop issues and policies in vocational education.

579 The Educational Amendments of 1976 and Their Implications for Vocational Education. William W. Stevenson.

This paper examines the educational amendments of 1976 projecting their effect on vocational and technical education. Areas of emphasis include: planning, data and information, evaluation, elimination of sex bias and sex stereotyping, special needs, and program improvement.

580 Information Resources for Education. John C. Peterson and others.

The first section of this paper, "Databases," contains summaries of 32 online databases of interest to people in education. Database types include bibliographies, funding information, statistics, government publications and proceedings, and specific subject areas. The second section, "Dissemination Systems, Networks, and Projects," includes summaries of 18 state and national dissemination systems. Contact persons at the state and regional level are also included.

581 Business/Industry/Labor and Personnel Development in Vocational Education. Lee Kopp and Orest Cap.

Effective strategies to maximize the input of business, industry, and labor in the vocational education personnel development programs are the focus of this paper. Topics include program development aspects of business, industry, and labor linkages with vocational education as they concern advantages of educators establishing linkages, and constraints to establishing those linkages.

582 Vocational Education Slide Library. American Vocational Association, Inc., Washington, D.C., 1975.

To serve as a locally-available resource for vocational educators, 400 color slides depicting vocational education activities can be used for the preparation of color slide presentations. Slides related to agricultural education, business and office education, distributive education,

guidance, health occupations education, home economics education, industrial arts education, manpower, technical education, and trade and industrial education are available.

583 Performance Content for Job Training. Harry L. Ammerman and others. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1977.

This is a five-volume description of procedures for constructing task inventories, surveying the task performance of occupations, and analyzing survey data to aid curriculum planners and developers in determining the appropriate performance content for job training.

584 Business-Industry-Labor Linkages. Richard A. Dieffenderfer and others. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1977.

These eight handbooks are a response to the need for directions and suggestions in increasing business, industry, and labor inputs into vocational teacher education programs. The topics include: staff development, advisory committees, cooperative internships, personnel exchange programs, workshops, site visits, resource persons, and program support.

586 Air Force Style; Basic Training. U. S. Air Force Recruiting Service Directorate of Advertising, Washington, D.C.

A booklet designed to give the facts about what men undergo during basic training.

587 Increasing Guidance Effectiveness Through School-Community Cooperation. Walter M. Stein and others. Northern Michigan University, Marquette, Michigan; The National Center for Research in Vocational Education, Columbus, Ohio, 1978.

This guide is designed for rural school personnel interested in developing comprehensive career guidance programs. The purpose is to enable the school district to plan and implement cooperative agreements with business, industry, labor, community organizations, and individuals. ($16.00)

588 Career Guidance Information Needs of Rural and Small Schools. James M. Bagby and Karen S. Kimmel. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1977.

This report is based on a study to determine the career guidance-related information needs of rural and small school

personnel. Data received indicates a definite need for some type of career guidance communications network for small and rural schools.

590 From Idea to Action: Career Guidance Plans of Rural and Small Schools. James W. Altschuld and others. The National Center for Research in Vocational Education, Ohio State University, Columbus, Ohio, 1978.

From Idea to Action was developed as an extension of the Rural America Series to show how nine rural and small schools planned and implemented comprehensive career guidance programs in a year-long field test. ($14.60)

591 Career Guidance Resources: A Handbook of Resource Abstracts - Grades K-14, 1978 Update. Joan C. Blank and others. The National Center for Research in Vocational Education, Ohio State University, Columbus, Ohio, 1979.

This directory is to share, in abstract form, resources which could be helpful to counselors, teachers, guidance supervisors, administrators, and others who wish to start, renew, or expand a career guidance program. Abstracts describe items such as units of instruction, films, filmstrips, and references on aspects of program planning and implementation. ($16.60)

Facilitator's Guide to Staff Training for the Rural America Series. James Altschuld and others. The National Center for Research in Vocational Education, Ohio State University, Columbus, Ohio, 1978.

These modules are designed to assist state department of education personnel, guidance supervisors, and guidance counselors in training others to understand and utilize the Rural America Series. Modules include the following topics:

592 Introduction. ($1.90)

593 Understanding the Need. ($4.50)

594 Initial Planning. ($3.25)

595 Needs Assessment. ($3.80)

596 Behavioral and Program Objectives. ($3.25)

597 Resources. ($2.80)

598 Career Guidance Practices. ($2.80)

599 Counseling. ($3.25)

600 Placement. ($2.35)

Facilitator's Guide to Staff Training for the Rural America Series (Continued)

601 Staff Development. ($2.35)

602 Community Relations and Involvement. ($2.35)

603 Community Perspectives. ($2.80)

604 Evaluation. ($3.25)

605 Cooperative Agreements with Business, Industry and Labor. ($3.25)

606 Case Studies. ($2.80)

607 Evaluation Procedures and Multiple Day Workshop Questionnaire. ($2.80)

Rural America Series. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1977.

This rural school career guidance project represents an effort to build upon the unique strengths of the rural setting and to overcome the problems faced by educators, parents, employers, and students in rural schools and communities. The series is made up of four sections, each containing separate booklets dealing with specific areas.

611 Career Guidance Program Support Information Documents. State of the Art Review; Life Role Development Model; Career Guidance Resources. ($26.00)

612 Career Guidance Program Process Handbooks. Planning and Implementation; Career Development Needs Assessment; Behavioral Objectives; Resource Assessment; Deciding via Evaluation. ($21.00)

613 Career Guidance Counseling for Groups and Individuals. Career Counseling in the Rural School; Desk Reference: Facilitating Career Counseling and Placement; An individualized Approach to Career Counseling and Career Placement; Transitional Career Placement in the Rural School; Career Guidance Practices. ($40.00)

614 Career Guidance Program Support Functions. Staff Development; Community Relations and Involvement; Rural Community Perspectives Toward Career Development. ($12.75)

616 Coping in the World of Work: Practice in Problem Solving. Robert E. Campbell and others. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1977.

A career development instructional unit designed to assist individuals in developing coping strategies to deal with work entry and job adjustment problems. ($98.00)

617 Sugar and Spice Is Not the Answer. Louise Vetter and others. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1977.

A guide for parents which exposes the myths of sex stereotyping and encourages increased awareness of career options which are free of traditional sex bias. ($4.50)

618 Vocational Education Sex Equity Strategies. Louise Vetter and others. The National Center for Research in Vocational Education, Ohio State University, Columbus, Ohio, 1978.

This document was designed to provide strategies and techniques for increasing sex fairness in vocational education to varied users. It provides strategies, planning guidelines, and resource information.

619 Career Planning Support System. Robert E. Campbell, director. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1974-76.

CPSS is designed as a guide for planning or upgrading career guidance programs. It is a management system for improved, cost-effective career guidance services that utilize school and community resources to meet student career development needs. Based on a systems approach, it provides step-by-step procedures for planning, implementing and evaluating career guidance programs. CPSS focuses upon student career development skills and knowledge in self-awareness, decision-making, career exploration, job acquisition and adjustment. ($80.00)

Staff Development Program for Promoting More Effective Use of Community Resources in Career Education. Robert E. Norton and others. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

This program has been developed specifically for use with educators whose roles in career education will necessitate utilization of community resources. It was designed to help local coordinators plan and conduct inservice sessions for teachers and other instructional staff responsible for utilization of such resources. Nine documents comprise this program:

(664) Section I: Overview and Management Plan, Local Needs and Attitudes Assessment, and Research Report Summary

Section II: Inservice Program

620 Community Resources and Career Education, Module A

621 Use of Local Community Resources, Module B

623 Using Resource Persons, Module C

Staff Development Program (Continued)

625 Using Field Trips, Module D

627 Experiencing the Work Setting, Module E

629 Using Community-School Advisory Committees, Module F

631 Involving Community Organizations, Module G

632 Application Activity, Module H

634 Career Education, Vocational Education, and Occupational Education: An Approach to Defining Differences. Kenneth Hoyt. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1973-74.

This is the text of a speech given by Dr. Kenneth Hoyt at the Distinguished Lecture Series at the Center for Vocational Education. In it he compares and contrasts career, vocational, and occupational education. He lists the goals of career education and calls it the "child born out of wedlock" between vocational and academic education.

636 Current Projects in Vocational Education - FY 1977. Compiled and edited by Lois Ann Sellers and Ruth Gordon. The National Center for Research in Vocational Education, Columbus, Ohio, 1978.

This is a compilation of abstracts of 197 new and continuing projects funded by the Division of Research and Demonstration (BOAE) in fiscal year 1977. Information on projects includes: application number, contract or grant number, title, principal investigator and organization, funding period and an abstract summarizing project objectives, procedures, and expected contribution to education.

637 Managing and Evaluating Career Education. N. L. McCaslin and Kay Angona Adams. The National Center for Research in Vocational Education, Columbus, Ohio, 1978.

This paper is intended to assist state directors/coordinators of career education in becoming more knowledgeable about management and evaluation. Evaluation techniques in planning, organizing, directing, staffing, and controlling are included.

639 Occupational Adaptability and Transferable Skills. Frank C. Pratzner. The National Center for Research in Vocational Education, Columbus, Ohio, 1978.

This report summarizes, highlights, and reaches conclusions regarding occupational adaptability and transferable skills. Activities focus on identification of skills, attitudes,

knowledge, and personal characteristics needed to prepare students for work careers characterized by change.

641 Characteristics of Jobs That are Considered Common: Review of Literature and Research. Bruce McKinlay. The Center for Vocational Education, Columbus, Ohio, 1976.

This summary is aimed at identifying the types of personal and job characteristics that previous research had identified as common and potentially transferable from one work situation to another.

642 Developing Skills for Occupational Transferability; Insights Gained from Current Practices. Richard J. Miquel. The Center for Vocational Education, Columbus, Ohio, 1977.

This study focuses on the nature of transferable skills, on the processes of skill transfer, on existing occupational change data that might facilitate research, on analytic structures available or needed, on the characteristics of occupationally mobile persons, on the role of transferable skills in the labor market, and on the recognition and development of transferable skills in various educational and training programs.

643 Transferable Skills: The Employers' Viewpoint. Allen A. Wiant. The Center for Vocational Education, Columbus, Ohio, 1977.

This report results from a series of nine conferences conducted to learn from business and industry the nature of occupationally transferable skills.

644 Transferability of Vocational Skills: Review of Literature and Research. James W. Altman. The Center for Vocational Education, Columbus, Ohio, 1976.

This effort is aimed at identifying the types of personal and job characteristics that previous research has identified as common and potentially transferable from one work situation to another. The review synthesizes what is presently known about factors which influence transferability of vocational skills and the implication of those factors for education.

Staff Development in Career Education for the Elementary School. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

This program is designed to aid the elementary school teacher and consists of modules primarily developed for group inservice efforts, but are also useful on an individual level. Each of the booklets contain units with objectives, exercises, and references related to the module topic.

645 Career Education: An Integrating Process, Module I

646 Essentials of Career Development Theory, Module II

647 Child Study, Module IV

648 Curriculum, Module V

649 Community Involvement in a Career Education Program, Module VI

650 Career Education and Minorities, Module VII

The Community and School-Based Career Education. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

Presents materials for securing community support and participation in school-based career education including references, planning models, and suggestions for developing programs and practices. There are six individual modules contained within this program:

651 American Business and School-Based Career Education

652 Career Education: Its Implications for American Minorities

653 Community Involvement and the Schools

654 Organizing for Community Involvement

655 Parents and School-Based Career Education

656 The Student and the Involved Community: A Scenario

657 Planning Comprehensive Career Guidance Programs: A Catalog of Alternatives. Ida Halasz-Salster. The National Center for Research in Vocational Education, Columbus, Ohio, 1979.

This catalog contains information about planning, career guidance programs, and five selected planning models. It describes the components of career guidance necessary for comprehensive programs that meet current and future needs of students. The resources section includes materials recommended for planning and implementing programs.

658 Leadership for Career Education. Truman M. Pierce. University Council for Educational Administration and the Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

This booklet attempts to provide an interpretive base of philosophic foundations which support the movement, some perspectives on American education with reference to the need for reform, an examination of leadership responsibilities to be discharged in the maturing of the career education movement, and the identification of agencies responsible for the discharge of these responsibilities. These areas of study are presented as essential concerns of those who aspire to leadership in the field. A rather extensive annotated bibliography concludes the publication for the reader interested in furthering his study of career education.

660 Career Guidance Materials: Implications for Women's Career Development. Louise Vetter and others. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1974.

Reports the findings of an assessment of career guidance materials for the representation of careers for women.

661 Worker Adjustment Problems of Youth in Transition from High School to Work. A. P. Garbin and others. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1970.

Presents a study concerned with contributing (1) descriptive data relative to the problems of worker adjustment, and (2) recommendations to alleviate some of the obstacles impeding the transition of youth from school to work.

662 The Product Engineering of a System for Upgrading High School Career Planning Programs; General Report. Paul E. Shaltry and others. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975

The intent of this report is to describe the process and results of planning and evaluation procedures for career education practitioners at all levels.

663 Career Education Personnel Development; Ideas for University Planning. Lorella A. McKinney and others. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

Prompted by the need for higher education to prepare qualified personnel for implementing career education in our

schools, this resource document provides personnel development goals, alternative strategies for developing those goals, and approaches for integrating career education into existing personnel development programs, courses, or units of instructions.

664 Overview and Management Plan, Local Needs and Attitudes Assessment, and Research Report Summary.

For description see Staff Development Program for Promoting More Effective Use of Community Resources in Career Education, page 79.

665 Staff Awareness: Racial, Socioeconomic, Sex Stereotypes Limit Career Potential. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

These materials were developed to assist facilitators of career education inservice. The program assists in the identification of staff stereotypes that may limit the career potential of students. It also provides a tested inservice intervention that deals with changing staff behaviors and results in greater occupational potential of students. It is divided into four sections, covering: Research Base and Rationale, containing a conceptual framework, research data from three sites, and a summary of inservice outcomes found during the testing of the program; Administrator's Guide, providing an overview of the total program and information needed to decide if the program meets the needs of the local district; Guide for Local Study, containing all the instrumentation and directions needed to conduct a local study of staff stereotypes, staff-student interaction, and occupational aspirations for adaptation of this program to local needs; and Staff Training for Staff Awareness Product, containing a program of inservice followed by substantial implementation and evaluation activities.

666 Developing Local Career Information Systems for Middle and Secondary Schools. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

This guidance support systems handbook has been designed to assist local, regional, or state guidance personnel who wish to develop locally-relevant career information materials. It supplies the rationale, framework, and guidelines for developing a career information system, or for developing career information materials to supplement an existing career information system.

667 Career Guidance Techniques for Classroom Teachers. Donald Gilles, project director. Oregon State Department of Education, Portland, Oregon, 1974-76.

This package, resulting from an EPDA grant, contains techniques which focus on eight basic career guidance competencies that were identified and validated as needed by teachers as they assist in the career development of their students. Each contains a specific teacher competency and related student activities. Titles include: Valuing; Decision-Making; Life-Style; Community Resources; Working Relationships; Occupational Information; Parental Involvement; and Tests.

How-To Series. State Project to Implement Career Education. John W. Surra and Irvin Kahn, directors. New York State Education Department, New York, New York, 1974.

The SPICE project came about as a result of the orderly design of a process approach to career education in which emphasis has been placed on how the program is developed, rather than on the rote production and dissemination of curricular materials. Taken together, the series represents a beginning guide for implementing career education in the school. Taken separately, each guide concentrates upon particular areas of concern.

668 How to Establish a School Career Education Team. Sets forth the rationale for a school team and explains how to go about forming it.

669 How to Give an Orientation to Career Education. Details the strategies which have proved effective in changing attitudes toward career education.

670 How to Develop and Use Community-Based Resources. Provides school personnel and community people with a step-by-step guide on the effective use of non-school sources of career-related information and experience.

671 How to Infuse Career Education Into the Curriculum. Provides technical assistance to program developers in methods for teaching others how to incorporate career education activities into the curriculum and classroom.

672 How to Develop a Counselor's Role in Career Education. Designed to clarify counselors' own attitudes toward work and to give them a variety of skills and materials to help them use career guidance concepts and to integrate these concepts into day-to-day activities.

673 How to Develop the Librarian's Role in Career Education. Outlines the steps necessary for creating a career education resource center. Concentration is given to the librarian's role in integrating the library's resources with ongoing career education activities occurring within the school.

How-To Series (Continued)

674 How to Develop a School Plan. A step-by-step guide for the production of school-based long- and short-range career education plans.

Bread and Butterflies. Agency for Instructional Television, Bloomington, Indiana, 1974.

More than a television series, this instructional package for career development is designed to help 9- to 12-year-olds explore the relationship between their lives and the world of work. A combination of learning about work, uncovering personal feelings about career roles, and doing work-related tasks, the films and curriculum materials pull together the facets of personal and career development that help young people understand who they are and what they can become. The total series consists of 15 fifteen-minute color television film programs, a comprehensive curriculum guide, and in-service teacher's program, and an informational program.

675 Bread and Butterflies Kit. Overview slide/cassette program. Also contains leader's handbook, student career book, curriculum guide, and transparencies. ($65.00)

676 Treasure Hunt. Self-independence and the economic system is the theme as this program explores the process of producing income, and demonstrates ways of participating in the economic system. ($180.00)

677 Work Means. Why man works is the theme as this program helps students examine their own attitudes toward work, as well as the attitudes of others. ($180.00)

678 Me, Myself, and Maybe. Self-clarification is the theme as this program increases students' clarification and acceptance of themselves, particularly their evolving abilities and aspirations. ($180.00)

679 Decisions, Decisions. Decision making is the theme of this program as the decision-making process is demonstrated, focusing on the factors that influence decisions (emotions, values, etc.) and the consequences of those decisions. ($180.00)

680 School and Jobs. The relationship of school, work, and society is the theme as this program investigates the similarities and differences between school learning and work activities. ($180.00)

681 Taking Care of Business. The responsible self is the theme as this program helps students understand the concepts of responsibility and self-control. ($180.00)

Bread and Butterflies (Continued)

682 I Agree . . . You're Wrong. Interpersonal skills is the theme as this program helps students clarify, as well as continue to develop, those interpersonal skills that are crucial both for working in groups and for one's self-esteem. ($180.00)

683 Success Story. What is success is the theme as this program explores the various ways to define success, emphasizing the future implications of one's personal definition of the concept. ($180.00)

684 The Way We Live. Life styles is the theme as this program helps students become aware of different kinds of work and the related life styles. ($180.00)

685 Planning Ahead: The Racer. Shaping one's destiny is the theme as this program emphasizes that it is possible to realize one's aspirations with careful planning and the willingness to invest energy. ($180.00)

686 Things, Ideas, and People. People at work is the theme as this program is intended to broaden students' understanding of the various work options open to them. ($180.00)

687 People Need People. Interdependency of workers is the theme as this program helps students understand the importance of working together, and helps to increase the effectiveness of their interdependent relationships. ($180.00)

688 Our Own Two Hands. Human dignity is the theme as this program makes the points that dignity resides in man, not in the job, and that everyone who works honestly contributes to society, regardless of the type of work being performed. ($180.00)

689 Power Play. Power and influence is the theme as this program examines the concept of power and how it relates to influencing and working with others. ($180.00)

690 Choosing Changes. Freedom to hope, to choose, and to change is the theme as this program intends to encourage students to believe in their own abilities, as well as to test, and through experience, modify, their own views of their own capabilities. ($180.00)

691 About "Bread and Butterflies". A fifteen-minute film designed to acquaint parents and general audiences with the objectives of the project. ($90.00)

692 Using "Bread and Butterflies". A twenty-minute in-service training film that gives teachers an overview of the entire career development project, from the sampling of several programs to the sharing of constructive comments on the curriculum guide and how to use it. ($115.00)

Implementing Career Education. California State Department of Education, Sacramento, California, 1976 and 1977.

This series of publications pertaining to California career education was prepared under the direction of the Vocational and Career Education Services Section, Career Education Unit.

710 Instructional Strategies Guide for Kindergarten Through Grade Twelve

711 An Administrator's Handbook

712 Concept and Process

(911) Exemplary Practices in California Public Schools

Cost-Effectiveness Study Projects in Vocational Education. Jin Eun Kim. Indiana University, Bloomington, Indiana, 1977.

713 Technical Report. The purpose of this report is: to conceptualize cost-effectiveness/benefit analysis as a technique for evaluating postsecondary vocational programs; to develop a conceptual model, data forms, and standard procedure for using this model; and to evaluate the model and data forms.

714 Administrator's Manual. Specific objectives of this manual are: to specify step-by-step activities needed for conducting a cost-effectiveness/benefit study and to provide vocational administrators with guidelines and data forms for using the model.

715 Young, Gifted, and Handicapped. Sharlene P. Hirsch. Executive High School Internships of America, U. S. Office of Education, Washington, D.C., 1977-78.

The Executive High School Internships received funds from the U. S. Office of Education to mainstream a pilot group of high potential handicapped students with orthopedic, hearing, and sight impairments. The internship program provided career exploration opportunities at the management level. This report documents that experience.

717 Exploring Occupations in the Natural Resources. Department of Agricultural Education, Pennsylvania State University, University Park, Pennsylvania, 1973.

This student resource guide for the middle school provides an overview of occupational requirements and opportunities in the natural resources through exploratory experiences and observations. Designed for both individual and group use in a variety of settings including middle schools, junior high schools, vocational schools, youth opportunity

Exploring Occupations in the Natural Resources (Continued)

centers, and private and public placement and counseling centers, this guide suggests a continuum of experiences to move the individual progressively toward the goal of vocational maturity.

718 Guidelines for the Creative Use of Biased Materials in a Non-Biased Way. Women on Words and Images. U. S. Office of Education, Washington, D.C.

For economic reasons, and in some cases because of unavailability of non-biased materials, schools and other institutions will continue to use biased materials. The guidelines are intended to aid vocational education teachers in recognizing and dealing with sex biases contained in these materials in such a way as to mitigate their effects. It will also help students explore their own biases.

719 Guidelines for Sex-Fair Vocational Education Materials (and) A Checklist for Evaluating Materials. Women on Words and Images. U. S. Office of Education, Washington, D.C.

These guidelines should be useful when developing materials and also as a checklist for evaluating existing materials in terms of sexism. Materials are evaluated according to language, occupational and social roles, omissions, physical appearance, audio and visual representation.

Schwartz, Dr. Stuart E. Florida Department of Education, Tallahassee, Florida.

These booklets were designed to help vocational education teachers and administrators relate more effectively to handicapped students in their classrooms. The series covers material on a wide range of aspects dealing with handicapped students. The booklets include:

720 Architectural Considerations for a Barrier Free Environment. ($.57)

721 Characteristics of Handicapped Students. ($.57)

722 Mainstreaming Handicapped Students Into the Regular Classroom. ($.57)

723 A System of Management. ($.57)

724 Evaluation and Placement. ($.57)

725 Resource Connections: Help for Career Guidance Programs. National Career Guidance Communication Network for Rural and Small Schools. Far West Laboratory for Educational Research and Development, San Francisco, California.

This filmstrip and cassette package is designed for workshops to help educators with career guidance responsibilities become aware of the variety of resources available for implementing or improving career programs. ($5.00)

726 Ohio's Group Guidance Curriculum, Kindergarten-Adult. Division of Guidance and Testing, Ohio Department of Education, Columbus, Ohio.

Ohio's Group Guidance Curriculum, Kindergarten-Adult is a publication which uses a curricular-based approach to providing all students with information and activities in guidance related areas. The activities are divided into four developmental continua: educational, career, personal, and social and are indexed by curriculum areas and guidance. The publication is intended to provide developmental, sequential activities for counselors and teachers to work with students in guidance related areas through the regular curriculum. It is hoped that the activities will stimulate student's thinking and develop problem-solving and decision-making skills.

Monographs on Career Education. Office of Education, Washington, D.C., 1975 to 1978.

This series of monographs, being issued by the Office of Career Education, is written primarily for professionals who work in career education or whose work relate specifically to aspects of career education. Such professionals would include elementary, secondary and postsecondary school administrators, counselors, and teachers; state and local education agency personnel; counselor educators and vocational educators; employment counselors; directors of manpower programs in federal and community agencies; and administrative personnel in other community agencies and organizations that serve the public in related areas.

727 Refining the Concept of Collaboration in Career Education. Kenneth B. Hoyt.

728 Rotary International and Career Education. Kenneth B. Hoyt.

729 Future Farmers of America and Career Education. Kenneth B. Hoyt.

730 Baby Boom Equals Career Bust. Charles Guy Moore, Ph.D.

731 The Professional Education of Human Services Personnel. JoAnn Chenault and William L. Mermis.

732 Community Resources for Career Education. Kenneth B. Hoyt.

Monographs on Career Education (Continued)

733 Career Education and Vocational Education: Similarities and Contrasts. Rupert N. Evans.

734 The Concept of Collaboration in Career Education. Kenneth B. Hoyt.

735 A Primer for Career Education. Kenneth B. Hoyt.

736 K-12 Classroom Teachers and Career Education: The Beautiful People. Kenneth B. Hoyt.

737 Career Education and the Meanings of Work. Donald E. Super.

738 National Alliance of Business and Career Education. Kenneth B. Hoyt.

740 Career Education and the Teaching/Learning Process. Barbara Stock Preli.

741 Career Education and Human Services. JoAnn Chenault.

742 The British Experience in Educational Change, Careers Education, School Counselor Role and Counselor Training: Implications for American Education. Edwin L. Herr.

743 The Liberal Arts and Career Education: A Look at the Past and the Future. Paul A. Olson.

744 The Reserve Army of the Underemployed. James O'Toole.

745 The School Counselor and Career Education. Kenneth B. Hoyt.

(931) Perspectives on the Problem of Evaluation in Career Education. Kenneth B. Hoyt.

(1250) Refining the Career Education Concept. Kenneth B. Hoyt.

Career Education Monograph Series. Robert L. Morgan and Mollie W. Shook, editors. Center for Occupational Education, North Carolina State University, Raleigh, North Carolina, 1973.

This series represents an attempt to describe the successful career education practices that are currently underway. It does not pretend to be a final answer, but rather a comprehensive statement of what presently exists. While the monographs have been developed to address particular problem areas, and while certain components can be installed individually, the editors contend that effective career education should minimally contain the combination of components discussed in this series.

749 Elementary School Curriculum Guide. Robert W. Schreiber and Mabell Black.

750 A Manual for the Implementation and Administration of Career Education Programs. Mollie W. Shook and Robert L. Morgan.

751 Postsecondary Career Education. B. E. Childers and Charles Nichols.

Career Education Monograph Series (Continued)

752 Career Guidance. Cliff E. Helling and Eldon Ruff.

753 Placement and Follow-Up in Career Education. Lillian Buckingham and Arthur M. Lee.

754 Professional Development. Gordon I. Swanson and Robert Jervis.

755 Involving the Community in Career Education. Robert M. Isenberg and Joel Smith.

(914) Middle School Curriculum Guide. R. T. Scherer and Joseph R. Clary.

(915) High School Curriculum Guide. Kenneth B. Hoyt and G. G. Woolard.

763 EPIE Career Education S*E*T*. Educational Products Information Exchange Institute, New York, New York, 1975.

Volume 1 of this EPIE Career Education S*E*T*, in providing guidelines on how to select and evaluate career education instructional materials, contains information on: how to assess the usefulness and internal consistency of materials, how to detect and counteract the effects of racism and sexism, and how to interpret publishers evaluation data and activities. Volume 2 presents abstracts of both commercial and noncommercial career education materials for all age levels.

Career Education Consulting Package. Career Education Project Region V Educational Service Agency, Parkersburg, West Virginia.

Intended for use in conducting inservice workshops, this series contains outlines, proposed presentations, transparency masters, and handout masters. The package was used in conducting a statewide dissemination workshop in career education held in Parkersburg, West Virginia, February 5-7, 1976. The total package is divided into six parts, each contained in a separate colored folder.

764 Pack I, Counselors

765 Pack II, Primary K-3

766 Pack III, Junior/Senior High

767 Pack IV, Intermediate

768 Pack V, Administrators

769 Pack VI, Handouts and Transparencies

772 Career Education: Steps to Implementation. Olympus Publishing Company, Salt Lake City, Utah.

This slide/tape show illustrates the need for career education and suggests strategies for winning the support of community groups and educational decision makers. It consists of 160 slides and a pulsed audio cassette. Twenty minutes. ($47.50)

773 The Hunter's Guide: Tips to Help You Get a Job (Or, How Not to be Embarrassingly and Unproductively Unemployed). Southwestern Bell, St. Louis, Missouri.

Comical illustrations help to portray skills needed in getting a job.

774 Educators-In-Industry . . . Your Opportunity to Get Involved With Career Education. General Electric, Fairfield, Connecticut.

Educators-In-Industry provides a means for teachers and counselors to experience the world of work in their communities so they will be better prepared to build occupational awareness and economic understanding into their day-to-day teaching curricula.

General Electric Educational Communications Programs. General Electric Company, Fairfield, Connecticut, 1971. (Free on request)

The program, designed for junior and senior high school students, includes posters and booklets. The posters are colorful pictures featuring young people doing things they like to do (hobbies, special interests, etc.) and relating these things to possible career interests and academics. The five booklets discuss and illustrate a wide variety of careers.

777 What's It Like to Work in the Business World?. This booklet explains the nature of the business world. Such topics as production, dealing with customers, and controlling and measuring business are covered. A diagram is included listing training needed for representative occupations in business and industry.

778 What's It Like to be an Engineer?. This booklet tells all about the work of engineers and how they apply the knowledge received from scientists. Areas covered are: aerospace, ceramics, civil engineering, chemical, electrical, industrial and mechanical engineering plus engineering technicians.

General Electric Educational Communications Programs
(Continued)

779 So You Want to Go to Work. This is a survey of many occupations available to high school graduates with little or no additional formal education. It includes tips on how to prepare for work while in school.

780 What's It Like to be a Technician?. This is a booklet about science and engineering at the technician level. It includes career information and tips on how to prepare for technician jobs in the fields of health, aviation, broadcasting, computers, and design.

781 Planning Your Career. This booklet suggests how to get the most out of your high school years. The booklet recommends courses to take and outlines ways to plan for major occupation categories.

782 The Free Enterprise System. Ralston Purina Company, St. Louis, Missouri.

This compilation of communications material on the subject of free enterprise represents a beginning effort by the Ralston Purina Company. Included are: the program's objectives, the action plan, internal communications, external communications, program resources, and program samples.

783 Ralston Purina Company Speaker's Handbook. Ralston Purina Company, St. Louis, Missouri.

Speaker's Handbook topics include needs, setting, speeches, facts, quotes, perspective, do's--don't's, feedback, and what do?.

784 Orientation to Employment Cooperative Education. Department of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, Missouri, 1970.

This study guide has been prepared to aid teacher coordinators of cooperative education in teaching general employment information needed by young beginning employees.

Subject:/Object: Career Opportunities Series. Houghton Mifflin Company, Geneva, Illinois, 1975.

Each one of this series of five boxes is designed to facilitate the infusion of career education into the academic areas of mathematics, English, science, social studies, and foreign languages. There is one box for each academic area, with over one hundred careers identified as being related to each subject. Career information job cards (8½ x 11) are used for each career to convey such information

Subject:/Object: Career Opportunities Series (Continued)

as the kind of work, relation to discipline, duties and responsibilities, educational and personal qualifications, outlook earnings, related careers and specializations, and so forth. A user's guide accompanies each box to provide activities and projects involving the use of the cards. ($48.00 each)

785 Subject: English/Object: Career Opportunities

786 Subject: Foreign Languages/Object: Career Opportunities

787 Subject: Mathematics/Object: Career Opportunities

788 Subject: Science/Object: Career Opportunities

789 Subject: Social Studies/Object: Career Opportunities

790 Career Exploration: Repair and Maintenance. Acoustifone Corporation, Chatsworth, California, 1972.

Careers associated with repair and maintenance are explored including heating and air-conditioning serviceman, building maintenance man, major appliance repairman, small engine repairman, and motorcycle repairman, using 6 filmstrips, 3 cassettes, 2 counselor keys, and 50 student rating charts. An overview filmstrip is presented to which student responses provide an indication of the student's level of interest in each of the careers to be explored. Then a filmstrip about each career is presented and the student rating chart is used to indicate the interest level for particular phases of the specific careers. The counselor's key provides sources of additional information as well as a career summary consisting of general information, outlook, working conditions and benefits. ($59.50)

791 Career Guidance and the Kudor Interest Inventories. Science Research Associates, Chicago, Illinois, 1973.

This manual is intended to help counselors strengthen their career guidance programs by suggesting various uses of the Kudor interest surveys.

Career Orientation Series. Ohio Department of Education, Columbus, Ohio, 1976.

In Grades 7 and 8, students will be introduced to the wide variety of jobs available in fifteen U. S. Office of Education clusters through a series of books and activities. Each book describes its cluster and gives some examples of real people who are actively involved in work that is representative of the cluster. Each book also reinforces the basic curriculum courses offered at Grades 7 and 8 by showing their relationships to work. Upon finishing each book,

Career Orientation Series (Continued)

the student will complete a self-appraisal instrument called a "cluster check sheet." The check sheet provides an assessment of individual feelings about that specific cluster. The Career Orientation Series includes 15 books, 15 career check sheets, a "guide to teaching," and a "guide for students." ($.60 each)

792 Arts and Humanities

794 Business and Office

796 Consumer and Homemaking

798 Environment

800 Health

802 Hospitality and Recreation

804 Marketing and Distribution

806 Marine Science

808 Personal Service

Ferguson-Florissant School District, Florissant, Missouri.

These materials are the result of an ESEA, Title III Project on advisement that was selected for exemplary program funding.

810 Just a Little Care . . . The Advisor's Role. This booklet is designed to explain to teachers their roles as advisors in the secondary school.

811 Discussions and Things to Do. A calendar for implementing an advisement program with activities to carry it out.

812 Discussions and Things to Do. Contains activities such as awareness, self-assessment, and decision-making skills, suitable for Grades 7-9.

813 Discussions and Things. Emphasizes the development of a one-to-one relationship between an advisor and the junior high or secondary student.

814 To Do. Activity book to carry out principles of Discussions and Things.

815 The Divided Man. Stephen Bosustow Productions, Santa Monica, California.

A solitary figure travels a road until confronted with a fork and must decide which way to go. He hesitates; there is no indication of what lies ahead on either path. Vascillating from side to side, the man struggles to make a decision. In an effort to make the "perfect" choice, he divides

The Divided Man (Continued)

himself and travels both paths. The two paths join back into one road again and the two halves attempt to reunite--with surprising results.

The provocative, non-narrated film presents the complex dilemma of decison making in a simple, graphic manner. The problem is an increasingly critical one in a world where choices multiply daily. Questions raised will deal with the significance of commitment and choices. Five minutes.

816 The Giving Tree. Stephen Bosustow Productions, Santa Monica, California.

This poignant story about the relationship between a boy and a tree illustrates some truths about the meaning of giving, receiving and love. The tree unselfishly offers itself to the boy for climbing, for shade and for pleasure. But as the boy grows up, he wants different things from the tree--money from its apples and lumber from its limbs. The boy's life takes him farther and farther from the tree. But old age brings their relationship full circle. The ending fittingly demonstrates that giving does not necessarily mean things. Ten minutes.

817 I Am. Wombat Productions, Incorporated, White Plains, New York.

Recognizing and dealing with the factors involved in the development of a positive self-image, this 16 mm color film sanctions the search for identity in the elementary and junior high student. Avoiding the pitfall of presuming to show the way to self-identification, it suggests that introspection, fantasy, and attempts to form meaningful relationships are legitimate personal adventures necessary to the development of identity. Fourteen minutes. ($185.00)

818 Is It Always Right to be Right. Stephen Bosustow Productions, Santa Monica, California.

This Academy award-winning parable highlights the centers of divisiveness in our society--the generation "gap," war, poverty, race. All are lifted up and sharply focused in this unique film that interlaces live-action and animation sequences. Designed to provoke lively discussion without alienating any group, the film ends on a note of hope and challenge. Eight minutes.

819 I Think. Wombat Productions, Incorporated, White Plains, New York.

This 16 mm color film is a "drug film" in a broad context, though drugs are not mentioned. Some of the influences which determine a young child's attitudes and behavior are reviewed, which include advertising, expectations of parents, school and friends, and self-expectations. The question posed by the film is "What do I think" as 10-year-old Linda is forced to make an uncomfortable decision. Nineteen minutes. ($230.00)

820 Joshua in a Box. Stephen Bosustow Productions, Santa Monica, California.

Joshua, a strange little creature with human properties, is puzzled to discover that he is trapped in a box. Frustrated, he begins to push, kick and pound the box in a vain attempt to break out. As he pauses to think about his predicament, he leans against a wall and discovers his finger is sticking out through a small hole. After one futile attempt, he manages to squeeze himself out the tiny opening. Elated, he turns around and gives the box a raspberry. After a brief period of exultation over his freedom, Joshua has some second thoughts. His emotions quickly change and a tear runs down his cheek. He opens his mouth very wide as if to shout until he himself turns into a box with him inside once again. Designed to promote creative and critical thinking, this non-narrated animated film deals with man's needs, emotions and values. The symbolic significance of the provocative ending will stimulate many open-ended questions and discussions. Five minutes.

821 Others. Wombat Productions, Incorporated, White Plains, New York.

The question posed in this 16 mm color film is how to respond when treated unfairly, as ten-year-old Greg is wrongly scolded by his teacher and he fails to understand what provoked her anger. This film explores the range of reactions from acquiescence to revenge in searching for a way to face this complex situation. As Greg works through this aspect of growing up, the film shows that preadolescent children are capable of dealing with such situations and suggests that adults and children both need to reach out to each other across the generations and offer each other support and consideration. Recommended for elementary and junior high. Thirteen minutes. ($170.00)

822 Values Clarification in Counseling. Educational Media Corporation, Madison, Wisconsin, 1975.

To facilitate self-awareness and career exploration, this 16 mm color film demonstrates how Dr. Robert Havens, Professor of Counselor Education at the University of Wisconsin-Oshkosh, would use both classroom and small group settings to help junior high school students learn the valuing process by applying it to their own lives. Twenty-seven minutes. ($345.00)

823 I Wish I Were . . . . Counselor Films, Incorporated, Philadelphia, Pennsylvania.

A four-part, motivational self-awareness film series for elementary school children, each 16 mm color film is an evocative look into children's fantasies about themselves and the world of work coupled with the reality of each career discussed in the film. Through exposure to youngsters all over the world as the camera travels from Maine to California, the series is intended to motivate, instruct, and entertain. The key to the series is the demonstration of young people's developing interest in various occupational areas, and their awareness of themselves in relation to future work. Occupational areas covered include writing, garming, computer, medicine, transportation, law, athletics, construction, performing arts, and sales. Each film runs 8 to 10 minutes. ($175.00 per film)

824 Joseph Schultz. Wombat Productions, Incorporated, White Plains, New York.

Offering a concrete illustration of a man of integrity making a moral choice, this 16 mm color film poignantly raises questions of group and peer pressure on an individual. Based on an actual incident in 1941, the story dramatizes a German soldier's refusal to participate in a firing squad. He is then executed by his fellow soldiers. A provocative film that will surely stimulate discussion. Thirteen minutes. ($170.00)

825 Career Education. Olympus Media, Olympus Publishing Company, Salt Lake City, Utah.

This broadcast quality 16 mm color film is designed to introduce the idea of career education to the public and to educational decision makers. The film discusses the need for career education and shows implementation of the concepts in the classroom. Twenty-two minutes. ($97.50)

826 Hazelwood East Career Education Resource Center. Matt Kellems. Hazelwood School District, Florissant, Missouri.

This filmstrip/cassette program gives an overall view of the Hazelwood career education resource center and its contents.

827 Project F.A.C.E.. Hazelwood School District, Florissant, Missouri, 1975.

This filmstrip/cassette program first gives a rationale for and definition of career education and then outlines the program established at Hazelwood.

Guidance Monograph Series. Shelley C. Stone and Bruce Shertzer, editors. Houghton Mifflin Company, Geneva, Illinois, 1968.

This series offers information of interest to all educational administrators, guidance directors and counselors, counselor educators, teachers, and students of guidance.

Series I: Organization and Administration

828 Interpreting Guidance Programs to the Public. Herman J. Peters.

829 The Function of Theory in Guidance Programs. Merville C. Shaw.

830 Establishing Guidance Programs in Elementary Schools. Verne Faust.

831 Establishing Guidance Programs in Secondary Schools. Anthony C. Riccio and Joseph J. Quaranta.

832 Expanding and Modifying Guidance Programs. Dorothy E. Johnson.

833 Staffing Guidance Programs. George E. Hill.

834 Ethical and Legal Considerations in Guidance. Wesley Huckins.

835 Interpreting Guidance Programs to School Personnel. Edward Roeber.

836 Interpreting Guidance Programs to Pupils. George O. McClary.

837 Guidance Personnel and Other Professionals. Richard C. Diedrich.

Series III: Testing

838 Automated Data Processing in Testing. Howard W. Stokes.

839 Basic Concepts in Testing. Frank B. Womer.

840 Interest and Personality Inventories. William C. Cottle.

Guidance Monograph Series (Continued)

841 Intelligence, Aptitude, and Achievement Testing. Howard B. Lyman.

842 Modern Mental Measurement: A Historical Perspective. Kathryn W. Linden and James D. Linden.

843 School Testing Programs. Robert H. Bauernfeind.

844 Tests on Trial. James D. Linden and Kathryn W. Linden.

845 Types of Test Scores. Norville M. Downie.

Series IV: Career Information and Development

(851) College Information and Guidance. Mary E. Barre.

(852) Theories of Occupational Choice and Vocational Development. Joseph Zaccaria.

(853) Decision-Making and Vocational Development. Edwin L. Herr.

(854) Innovations in the Use of Career Information. Joyce M. Chick.

(855) Occupational Information and Guidance. Daniel Sinick.

(856) Psychological Influences on Vocational Development. Donald G. Zytowski.

(857) Students' Vocational Choices: A Review and Critique. Duane Brown.

(858) The Theory/Practice of Communicating Educational and Vocational Information. Ann Martin.

846 Values Clarification; A Handbook of Practical Strategies for Teachers and Students. Sidney B. Simon, Leland W. Howe, and Howard Kirschenbaum. Hart Publishing Company, New York, New York, 1972.

Rarely in the school curriculum is direct attention given to a crucial educational experience--the examination of values, ideals, goals--even though the value systems which students develop are directly related to the kinds of people they are and will be, and to the quality of the relationships they form. Designed to engage students and teachers in the active formulation and examination of values, this book is unique in content and format. It does not teach a particular set of values. There is no sermonizing or moralizing. The goal is to involve students in practical experience, making them aware of their own feelings, their own ideas, their own beliefs, so that the choices and decisions they make are conscious and deliberate, based on their own value systems.

847 Career Guidance: Who Needs It, Who Provides It, Who Can Improve It. Eli Ginzberg. McGraw-Hill Book Company, St. Louis, Missouri, 1971.

In hard-hitting prose without any jargon, Ginzberg and his associates tell it as it is: How much opportunity is there for youths growing up in the slums to go to college and eventually to get good jobs? Their answer is more than some counselors believe and less than others understand. The authors then assess the education and training that guidance specialists receive and the settings in which they work. In their view, some guidance workers are probably doing more harm than good, especially in their dealings with minority groups and women. In the final section of the book, the authors set forth their recommendations to the guidance profession so that it will be better equipped to deliver on its promises. ($7.95)

848 Career Exploration and Planning. Bruce Shertzer. Houghton Mifflin Company, Geneva, Illinois, 1973.

Career development is approached by stressing the student's self-awareness and understanding of his own talents and interests. The textbook can serve as the basis for a separate course in career education or it can be infused into other areas of study such as group guidance, social studies, or introductory psychology. (For teacher's manual see 1177, page 151.)

849 Career Education: What It Is and How To Do It. Kenneth B. Hoyt, Rupert N. Evans, Edward F. Mackin, and Garth Mangum. Olympus Publishing Company, Salt Lake City, Utah, 1974.

Provides the philosophic and historic background for understanding what career education is, why it is needed, and how it developed. The authors tell how a program can be implemented within a school system, from the first contacts with school boards and departments to the necessary in-service training procedures. ($7.95)

850 Knowledge Needed to Obtain Work (KNOW). Thomas J. Jacobson. Science Research Associates, Chicago, Illinois, 1973.

An overhead transparency program that illustrates how to select a job and apply for it, 64 transparencies are grouped into seven topics: Selecting a Job; Finding Employment Openings; Filling Out an Application; Preparing to Take an Employment Test; Preparing for the Interview; Interviewing; and Following Up on Job Applications. An accompanying script elaborates on key statements made on the transparencies, and handout wallet cards review each transparency statement for future reference. Packaged in a three-ring binder, this material is suggested for use with young people

seeking their first full-time employment, or Grades 9-12. It is also appropriate with adults, and especially appropriate for Spanish-speaking audiences as the material is provided in Spanish as well as English. ($53.50)

851 thru 858 Guidance Monograph Series. Series IV: Career Information and Development. For individual titles see page 101.

859 What Color is Your Parachute?. Richard Nelson Bolles. Ten Speed Press, Berkeley, California, 1977.

Based upon the latest research, this book is designed to give the most practical step-by-step help to the would-be job-hunter or career-changer. The plan described produces success for 86 percent of those who follow it. The reader is told how to find the jobs which are never advertised anywhere. For those who prefer to get expert help, practical steps are outlined for choosing experts who really can help. The book also contains simple exercises which can aid people seeking greater self-knowledge, whether or not they are job-hunters/career-changers at present. ($8.45)

860 Goofy Goes to Work. Walt Disney Educational Media Company, Burbank, California, 1976.

In this set of filmstrips, Goofy, the star of such Disney films as How to Play Football, How to Play Baseball, How to Ride a Horse, and How to Sleep, shows how to accomplish that most awesome of tasks--getting a job. The efforts Goofy makes to enter the world of work, the terrors he endures, and the skills he eventually perfects are the same ones required of every student who must someday make his own way in the world of work. After viewing Goofy's triumphs, the students will be much better prepared to do their own job hunting successfully. ($119.00)

Before the Search Begins

Making an Application

The Interview

Which Job's Best for You?

Making a Good Impression on the Job

Changing Jobs

861 thru 863 Succeeding in the World of Work. For description and individual titles see pages 54-55.

864 Job Survival Skills. Society for Visual Education, Incorporated, Chicago, Illinois, 1973.

Provocative narration plus appealing on-site visuals help students develop proper attitudes for getting and keeping a desirable job. The thirteen filmstrips, averaging 10 minutes in length, are recommended for junior and senior high school. ($182.00)

Introduction. Outlines the problems and explains the programs.

Education and Training. Stresses the necessity of basic education.

From Which Point of View. How viewpoints influence both us and others.

Self-Concept and Employment

Communication

You and Your Supervisor. Case studies examine chain of command.

You and Your Co-Workers. Problems in dealing with fellow employees.

Job Seeking Skills. How to find a job; which agencies can help.

Personal Appearance

Resume. Step-by-step instruction.

Application

Interview. What to do, how to act.

Summarizing. Review; personal and peer evaluation.

865 Decisions and Outcomes: A Leader's Guide. H. B. Gelatt and others. College Entrance Examination Board, New York, New York, 1973.

An outgrowth of the College Board's Deciding program, this book constitutes a new decision-making curriculum intended to help older high school students, college students, and adults who are faced with personal, educational, or career decisions. Presented is a course of study in the development and application of decision-making skills. The program can also serve as a framework for a course in decision making, in guidance and counseling programs, or as part of subject areas such as English, history, human relations, drug education, and health education. The material is especially appropriate for use in group settings including the classroom, college orientation programs, or small group counseling situations. ($3.00)

Working Paper: Lifelong Career Development Project. Department of Counseling and Personnel Services, College of Education, University of Missouri, Columbia, Missouri, 1979.

866 The Severely Handicapped Person: Approaches to Career Development. E. Jane Burkhead, Anne W. Domeck, and Mary Ann Price.

This paper has been written to give more insight into the problems encountered by individuals with severe handicaps. It is intended to help gain a better understanding of the hurdles faced in lifelong career development. ($2.00)

867 Lifelong Career Development Needs Assessment Study. JoAnn M. Schoepke.

This paper presents the needs assessment studies which were conducted in three community college areas. The information is intended to provide assistance to communities as they attempt to develop and implement services that will better meet the needs of individuals with disabilities. ($2.50)

(917) Lifelong Learning and Career Development Needs of the Severely Handicapped. W. Malcolm Flanagan and JoAnn M. Schoepke.

The Lifelong Career Development Model for Severely Handicapped is introduced in this paper. The special situation of the handicapped is discussed along with delivery systems and consumerism. The community college is recommended as a prime agency for implementing lifelong learning programs.

868 It's Working . . . Collaboration in Career Education. Office of Career Education, U. S. Office of Education, Washington, D.C., March 1979.

Four communities were asked to select examples of both training and resulting collaborative activities serving students. The examples were prepared as activity descriptions which could be useful to other practitioners. Each activity description contains the activity, tips on using it, materials needed, evaluation data on the effectiveness of the activity, and an estimate of the cost involved.

Rural Career Education Teacher Training Cadre. Bernadette Griffith, project director. Cashmere School District, Cashmere, Washington, 1979.

The Cashmere School District was funded by a grant from the U. S. Office of Education to demonstrate effective methods, techniques and materials for the training of persons to conduct career education in-service programs. Each module, which can be used independently, includes: (1) instructional plan with specific objectives, suggested procedures, resources and evaluation ideas; (2) handout masters;

Rural Career Education Teacher Training Cadre (Continued)

(3) transparency masters; (4) resource material/background information; and (5) instructional plan and how-to techniques. ($45.00 set)

869 Planning, Conducting and Evaluating Career Education Workshops, Module A.

870 Introduction and Orientation to Career Education, Module B.

871 Career Education Curriculum Development, Module C.

872 Involving the Community: Interaction Between the World of Work and the World of Education, Module D.

873 Recognizing and Reducing Sex, Race and Ethnic Bias in Behavior and Instructional Materials, Module E.

874 Constructing Career Education Games, Bulletin Boards and Activity Kits, Module F.

875 Establishing a Student Career Education Resource Center, Module G.

876 Evaluating Career Education Programs, Student Objectives and Materials, Module H.

877 Implementing a K-12 Comprehensive Career Education Program, Module I.

878 A Guide for Teachers of a Course in Career Exploration, Grades 8-9-10. State Department of Education, Oklahoma, 1970.

This guide is designed for use by teachers to plan and implement a course in exploration of careers. The units, which may be used independently, are: Know Yourself; World of Work; Use of Occupational Information; and Career Educational Planning.

879 Missouri VIEW; Vital Information for Education and Work. Hazelwood School District, Florissant, Missouri, 1976.

This career information system is designed to be self-servicing in providing current information on occupations and training programs in Missouri. The microfilmed cards are organized into a career deck and a school training program deck. The career deck is arranged alphabetically into fifteen occupational clusters. The training school programs are area vocational-technical schools, community junior colleges, and colleges and universities. Also included are student guides and a staff handbook.

880 Chronicle Occupational Microfile. Chronicle Guidance Publications, Incorporated, Moravia, New York, 1977.

This is a microfilmed edition of the Chronicle Occupational Library. It contains occupational briefs and reprints published during the past several years by the Chronicle. Arrangement is based on the Dictionary of Occupational Titles.

The "Coping With" Books. C. Gilbert Wrenn and Shirley Schwarzrock. American Guidance Service, Circle Pines, Minnesota, 1970 and 1971.

A series of seventeen small paperback books with a teacher's manual for each, the "Coping With" series has been written for young people about their interests, values, and problems with which they are most concerned. The authors strive to share facts and ideas without moralizing. Intended to appeal to young minds seeking to find answers to many of the perplexing problems of life, these books may be used for individual reading, background for class discussions, and for special group counseling and guidance. Individual book titles include:

Facts and Fantasies Series:

881 Facts and Fantasies About Alcohol

882 Facts and Fantasies About Drugs

883 Facts and Fantasies About Smoking

Crutches Series:

884 Some Common Crutches

885 Alcohol as a Crutch

886 Food as a Crutch

887 The Mind Benders

Getting Along with Others Series:

888 Can You Talk With Someone Else?

889 Easing the Scene

890 In Front of the Table and Behind It

891 To Like and Be Liked

You-Yourself Series:

892 Coping With Cliques

893 Grades, What's So Important About Them Anyway?

894 I'd Rather Do It Myself, If You Don't Mind

895 Living With Loneliness

896 Parents Can Be a Problem

897 Changing Roles of Men and Women, What It Means to Youth

898 Mainstreaming Students in Vocational Education: An Administrator's Guide. Donn Brolin and others. University of Missouri, Columbia, Missouri, 1978.

This guide has been prepared for administrators of vocational education programs to assist them in learning more about handicapped individuals, their needs, and resources. Topics covered include legislation, identifying students, need for vocational resource educators, staff development, vocational programming, mainstreaming considerations, job placement, and sources of assistance.

899 Mainstreaming Students in Vocational Education: A Resource Guide for Vocational Educators. Donn Brolin and others. University of Missouri, Columbia, Missouri, 1978.

This guide is written to assist vocational educators learn more about handicapped individuals and their vocational education needs. Topics covered include the role of the vocational resource educator, assessment and evaluation, accommodating students, instructional considerations, job placement, and general resources.

900 Sex Fairness in Career Guidance. Linda B. Stebbins, Nancy L. Ames, and Ilana Rhodes. Abt Publications, Cambridge, Massachusetts, 1975.

This set of self-administered curriculum materials is designed to aid in the elimination of sex-role stereotyping and sex bias in the process of career choice. It can be used by counselors and counselor educators. Main topics include an orientation to sex fairness, recommendations for a comprehensive sex-fair career guidance program, guidelines and recommendations for sex-fair use of career interest inventories, and a resource guide.

902 An Introduction to Value Clarification. Educational and Consumer Relations Departments, J. C. Penney Company, New York, New York, 1972.

This unit is comprised of eight exercises (called strategies) which encourage thinking about value-laden choices. Strategies have been used because they suggest a game-like process and are fun. They ultimately focus on two questions: What's important to you? and What do you value? These activities include:

Twenty Things I Love To Do. An involving strategy used here to create immediate interest and to consider values.

Voting. A strategy designed to provide an opportunity to express opinions on important matters.

An Introduction to Value Clarification (Continued)

Rank Order. A technique to force choice from among alternatives.

Values Continuum. A strategy to help us clarify points of view and to show that most issues have many possible alternatives.

Theory Session. A session requiring reflective thinking to identify the value clarification process.

Value Sheet. A strategy designed to help us more consciously wrestle with value-laden issues.

Additional Strategies

Project PRICE. Donn E. Brolin, project director. University of Missouri, Columbia, Missouri, 1974-76.

The major goal of Project PRICE (Programming Retarded in Career Education) is to develop a methodology by which school systems can educate school personnel, communities, and families to provide more relevant career education instruction and supportive services to educable retarded students.

903 Career Education Materials for Educable Retarded Students. Gregg Brown, Sara McIntosh, and LaNelle Tuoti. ($1.25)

904 Career Education: Its Implications for the Educable Retarded. Norman C. Gysbers and Lynda L. West. ($.50)

905 Daily Living, Personal-Social, and Occupational Skills Development for Educable Retarded Students. Sara McIntosh, LaNelle Tuoti, and Gregg Brown. ($1.00)

906 Career Education Materials for Educable Retarded Students. Michael Malever and George Matyas.

907 PRICE Needs Assessment Study. Donn E. Brolin, Michael Malever, and George Matyas.

908 Career Education: A Proposal for Reform. Sidney P. Marland, Jr. McGraw-Hill Book Company, St. Louis, Missouri, 1974.

A book for parents, teachers, and administrators that discusses the ways in which career education seeks to make schooling more relevant, describes its current impact on education, and explores its potential for revitalizing our learning curricula. It also examines the pros and cons of career education and responds to its critics and detractors.

910 Career Education in the High School. Kenneth B. Hoyt and others. Olympus Publishing Company, Salt Lake City, Utah, 1977.

A continuance of the career education series, this book emphasizes career decision-making and career preparation, and touches on career awareness and exploration. It is designed to help high school faculty members understand career education concepts and become aware of activities of value in helping high school students develop decision-making skills and prepare for entry into the world of work.

911 Exemplary Practices in California Public Schools. See Implementing Career Education, page 88.

914 Middle School Curriculum Guide. See Career Education Monograph Series, page 91.

915 High School Curriculum Guide. See Career Education Monograph Series, page 91.

917 Lifelong Learning and Career Development Needs of the Severely Handicapped. For description see Working Paper: Lifelong Career Development Project, page 105.

918 How to Get a Better Job Quicker. Richard A. Payne. Taplinger Publishing Company, New York, New York, 1972.

Operating primarily in the business world, and drawing upon examples in business, the author shows how to isolate those key experiences in your career that are most likely to sell you, and how to put them across to a prospective employer. ($5.95)

919 Career Education in the Middle/Junior High School. Rupert N. Evans, Kenneth B. Hoyt, and Garth Mangum. Olympus Publishing Company, Salt Lake City, Utah, 1973.

Exploration is the appropriate emphasis for education in the middle schools and the junior high schools, and career education is an essential part of it. It is the purpose of this book to argue and demonstrate that career education can make a vital contribution to the needs of youth at that age, that in fact a middle school or junior high curriculum which does not contain some of the components of career education cannot fulfill its assignment. ($8.95)

920 Career Education and the Elementary School Teacher. Kenneth B. Hoyt and others. Olympus Publishing Company, Salt Lake City, Utah, 1973.

Providing a foundation for all those teachers who understand the necessity of helping students become aware of the world of work, this book is designed to help all elementary school teachers and administrators understand precepts and to give concrete guides for including career education concepts in the daily classroom experience. ($7.95)

921 Project Discovery. Southwest Iowa Learning Resources Center, Red Oak, Iowa, 1974.

This informational packet is designed to give groups an idea of what Project Discovery is. The purpose of the project is to develop a "hands on" system of career exploration activities for junior high students. The activities help children identify whether they are satisfied doing certain work tasks, and if they have the skills to complete the tasks.

922 Love and Sex and Growing Up. Eric W. and Corinne B. Johnson. J. B. Lippincott Company, New York, New York, 1970.

This book gives a detailed explanation of sexual forms and functions. It is aimed at the pre-teen audience. It discusses the processes of puberty, intercourse, reproduction, and family life. The roles of men and women are briefly discussed.

923 Vocational Guidance and Career Development in the Schools: Toward a Systems Approach. Edwin L. Herr and Stanley H. Cramer. Houghton Mifflin Company, Geneva, Illinois, 1972.

This book deals with vocational development as a "subsystem" within the larger system of education. It discusses specific and operational objectives to be attained, variables involved and procedures to be used in achieving goals, models for using variables and procedures, and evaluating the outcomes of the operation of the model.

924 Career Education: Perspective and Promise. Keith Goldhammer and Robert E. Taylor. Charles E. Merrill Publishing Company, Columbus, Ohio, 1972.

Covering a broad range of career education topics, this book assists educators in providing effective and efficient programs of occupational education. Major emphasis is on concepts, issues, problems, trends, and specific programs in public schools.

925 Career Education. National Association of State Boards of Education, Washington, D.C., 1978.

The National Association of State Boards of Education (NASBE) was granted funds by the U. S. Office of Education to compile existing board policies and resolutions, rules, and regulations, state statutes, and administrative directives relating to career education into a single comprehensive document. Only those states that responded to the survey are included.

926 Chronicle College Counseling for Transfers. Revised for 1979-81. Chronicle Guidance Publications, Incorporated, Moravia, New York, 1979.

Tabulates data on admissions, counseling, placement, orientation, housing, and financial aid for transfer students at more than 2,400 colleges and universities in the United States. Revised biennially. Suitable for students, parents, and counselors.

927 Chronicle Four-Year College Databook. Revised for 1979-80. Chronicle Guidance Publications, Incorporated, Moravia, New York, 1979.

The college majors section lists baccalaureate, master's, first professional, and doctoral programs. College charts section lists enrollment, admissions, annual costs, and financial aid for four-year and professional colleges and universities. There is a separate section on colleges and universities in Canada. Revised annually.

928 Chronicle Student Aid Annual. Revised for 1979-80. Chronicle Guidance Publications, Incorporated, Moravia, New York, 1979.

Provides information on financial aid programs offered primarily by noncollegiate organizations, independent and AFL-CIO affiliated labor unions, and federal and state governments for undergraduate, graduate, and postgraduate students.

929 Chronicle Two-Year College Databook. Revised for 1979-80. Chronicle Guidance Publications, Incorporated, Moravia, New York, 1979.

The majors and careers section lists occupational-career curriculums leading to nondegree certificates, associate degree programs, and transfer programs. The college charts section lists enrollment, admissions, annual costs, and financial aids for two-year colleges.

931 Perspectives on the Problem of Evaluation in Career Education. See Monographs on Career Education, page 91.

932 Career Education Update. Sidney P. Marland, Jr. Government Printing Office, Washington, D. C., 1976.

This is the text of an address delivered at the Commissioner's National Conference on Career Education held November 8, 1976, in Houston, Texas.

How to Improve Career Development Programs. Government Printing Office, Washington, D. C., 1977.

These publications are part of a series developed by the NVGA-AMEG Commission on National Assessment's Career and Occupational Development (COD). The series is designed to stimulate the development and revision of programs based on career development needs as indicated by the assessment data. The information should be useful to counselors, counselor educators, teachers, educational decision-makers, and government policy-makers.

933 Career Development Needs of Nine-Year Olds. Juliet V. Miller.

934 Career Development Needs of Thirteen-Year Olds. Roger F. Aubrey.

(959) Career Development Needs of Adults. Bert W. Westbrook.

935 Career Education and Basic Academic Achievement. Robert D. Bhaerman. Office of Career Education, Washington, D. C., 1977.

One of the major goals in career education is to develop competency in the basic academic skills required for adaptability in our rapidly changing society. This text analyzes research that has been conducted in the evaluation of basic skills attained through career education programs.

936 Career Education Teaching/Learning Process. Barbara Stock Preli. Office of Career Education, Washington, D. C.

This monograph discusses the four basic areas of career education: definition, rationale, target population, and role leadership. In addition, concrete examples are given to show how teachers can implement a career education program in their classes.

937 An Introduction to Career Education. Kenneth B. Hoyt. Office of Career Education, Washington, D. C., 1975.

This booklet represents the U. S. Office of Education's first comprehensive conceptual statement on career education. It describes the Office of Education's interpretation of the HEW policy on career education. It should be helpful to state education agencies and local school systems.

938 Behavior Improvement Program. Gerald A. Buckalter and others. Science Research Associates, Incorporated, Chicago, Illinois, 1974.

This is a complete package designed to provide teachers and administrators with immediate concrete solutions for behavioral problems in their classrooms and other school settings. Behaviors are pinpointed and suggestions are given on what to do about them. Positive action is stressed.

939 Transition. Henry and Christine Dupont. American Guidance Service, Circle Pines, Minnesota, 1979.

Transition is a program of social and emotional development for students aged 12 to 15. The five units present varied activities inviting discussion of experiences common to early adolescence. The units cover communication and problem-solving skills; encouraging openness and trust; verbal and nonverbal communication of feelings; needs, goals, and expectations; and increasing awareness of values. ($125.00)

Career Directions; Planning for Career Decisions. Changing Times Education Service, Washington, D. C., 1974-76.

The core of the program is a series of filmed interviews in which people in a variety of jobs share their experiences and feelings about their careers. The units are sequential but can be used alone.

940 Entering the Job Market. Unit 3. Helps students learn how to find job openings and land the job they want.

941 Unions and You. Unit 6. Helps students understand how trade unions work and how unions affect the worker, producer, and all of society.

Trade-Offs. Bonnie Meszaros. Media Basics, Larchmont, New York, 1979.

Originally a television series, Trade-Offs sound filmstrip program reinforces basic concepts and provides skills training for students in economic education.

942 Productivity. Unit II. Grades 6-8.

943 The Career Data Book: Results from Project Talent's Five-Year Follow-Up Study. John C. Flanagan and others. American Institutes for Research, Palo Alto, California, 1973.

This handbook presents the high school profiles of students planning each of 138 careers five years after high school graduation. It provides the high school student and guidance counselor with a large amount of objective data on just what types of students actually go into different occupations. This information, in conjunction with the profile of an individual student, can be helpful in developing career plans. A student's booklet accompanies The Career Data Book.

944 Orientation to Career Education: An Individual Approach. The Center for Vocational Education, Ohio State University, Columbus, Ohio, 1975.

An instructional module to provide educators with an orientation to career education by examining its goals, objectives, and rationale. An in-service module that involves the participants directly and allows them to progress at their own rate.

947 Teacher Training in Values Education: A Workshop. Guidance Associates, Pleasantville, New York, 1976.

The program has three major components. The first component consists of four sound filmstrips. Part 1: "Three Moral Dilemmas" contains dramatizations of three moral problems; Part 2: "The Theory" explains Kohlberg's research findings; Part 3: "Conducting Moral Discussions" suggests ways to lead moral discussions; and Part 4: "Getting Started" is composed of interviews with teachers and students who have participated in programs of moral discussions in the schools. The second component of the program is a set of fifteen handouts printed on thirty-six duplicating masters. These are to be used in a teacher-preparation workshop. They are reproduced and their use is explained in the teacher's guide. The third component in this guide has two major sections, "Preparation for Leading a Workshop" and "Leading Moral Discussions: A Format for a Six-Hour Workshop."

948 Career Development Resources. Harry N. Drier, Jr. Charles A. Jones Publishing Company, Worthington, Ohio, 1973.

A guide to audio-visual and printed materials for Grades K-12 in which over 2,000 films, filmstrips, records, tapes, kits, games, books, and other printed materials are described and grouped by grade level and career education concepts. The career education concepts include self-understanding, the world of work, and career planning and preparation.

950 Discovery. Scholastic Book Services, Englewood Cliffs, New Jersey, 1973.

Primarily a career exploration program for junior and senior high school students (Grades 7-10), this unit presents a wide range of career possibilities and aims at giving students a clearer understanding of their interests, goals, and personalities. Using eight full-color 15-minute filmstrips with cassettes, 30 career logbooks, and a teaching guide, students meet 49 people doing their usual day's work, hear them discuss how they got their jobs, why they wanted them, and what abilities the jobs require. Students then use their logbooks to explore their own abilities, read about the variety of jobs available, familiarize themselves with job-related problems, and take an active part in thinking about and establishing goals and interests. This interaction between the filmstrips and the student using the logbook can become a five-week or eight-week course of study, or the filmstrips can be used intermittently in a regular class program. ($169.50)

951 Career Information Center. Butterick Publishing, New York, New York, 1979.

The Career Information Center consists of thirteen books, each covering a different occupational field. Each occupational profile describes work characteristics, job entry, education and training, advancement, earnings, benefits, unions, and major developments and trends in a given area. Entries are written at reading levels appropriate for each occupation starting at the sixth grade.

952 Careers--A Districtwide, School Based Approach. Sara Walkenshaw. Kansas City School District, Kansas City, Missouri, 1979.

This document includes a collection of materials and concepts which have been developed by a districtwide junior high career education project. A variety of strategies are outlined for infusing career education into the regular curriculum. In addition, there are many bulletin board ideas.

954 Career Education Policy Development and Implementation: A Collaborative Approach. National Association of State Boards of Education, Washington, D. C., 1979.

The purpose of the project is to address the areas of collaboration between career education and youth employment training programs under CETA amendments of 1978. Problem areas of five project states are identified and discussed. Specific actions are suggested and a multi-media presentation outlines the process for policy development.

955 A Teacher's Handbook on Career Development for Children With Special Needs: Grades K-6. Illinois Office of Education, Springfield, Illinois, 1976.

Each of the chapters in this book is designed to move teachers in the direction of developing competencies in planning, organizing, and conducting career education learning activities for students with special needs.

956 Occupationally-Transferable Skills and Characteristics. Douglas Sjogren. Center for Vocational Education, Ohio State University, Columbus, Ohio, 1977.

This paper attempts to synthesize research and literature on occupationally-transferable skills. Skills and their characteristics are identified that seem to be highly transferable. Their implications for educational programs, hiring and employment search practices, and research are also discussed.

959 Career Development Needs of Adults. See How to Improve Career Development Programs, page 113.

960 Masters of Reality: Certificate or Performance?. David Paul Rosen. Office of Education, Washington, D. C., 1977.

A cross section of exemplary, postsecondary programs reflecting several traditions and degree levels is described. For each institution the origins, purposes, activities, and outcomes of its career education program is given.

961 Project FOCUS: Methods and Materials for Training Career Educators. Three volumes. Harold S. Resnick. Boston University, Boston, Massachusetts, 1979.

The purpose of Project FOCUS was to develop a comprehensive training manual for the preparation of pre-service and in-service educational personnel to implement career education in school settings. Volume I presents a general description of the project. Volume II is the staff development training manual. Volume III reports on the evaluative procedures used by FOCUS and an analysis of their results. ($38.00)

962 thru 966 Vocational Education/Special Education Project. For individual titles see page 61.

968 Developmental Elementary School Guidance Kit. Professional Associates, Harrisburg, Pennsylvania, 1977.

These filmstrips can be used by teachers, principals, and counselor educators to explain developmental elementary guidance to teachers, parents, and administrators. Filmstrips cover the areas of general concepts of developmental elementary guidance, needs, costs and funding sources, activities, and evaluation. ($98.00)

969 Getting a Job and Keeping Your Job. Professional Associates, Harrisburg, Pennsylvania, 1979.

Filmstrip one discusses the need for job seekers to understand themselves, how to search for a job, and some basic tips for interviews. Filmstrip two shows common mistakes new employees make and discusses positive traits needed to keep a job. ($45.00)

970 The Three Boxes of Life and How to Get Out of Them. Richard N. Bolles. Ten Speed Press, Berkeley, California, 1978.

The three stages of our lives--education, then work, then retirement--have tended to become three boxes for learning, achievement and leisure, argues the author of the best-selling classic, What Color is Your Parachute?. After illustrating and giving substance to the instinctive feeling we all have about this, he proceeds to describe some very practical tools which everyone can use to blend learning, achieving and playing during all the stages of our lives. ($7.95)

Experience-Based Career Education: The Far West Model. Far West Laboratory, San Francisco, California, 1976.

EBCE is an alternative program of comprehensive secondary education using the entire community as a school. It focuses on direct experience at a variety of employer sites. Planned learning activities blend growth in academic subjects, career awareness, and basic and social skills. EBCE provides students with skills and knowledge needed to function in the adult world. The four volumes outlining the implementation of this program are:

971 Values and Information

972 Management

973 Resources

974 Guidance and Instruction

975 Project Planning Packages

Handbooks for Experience-Based Career Education. Northwest Regional Educational Laboratory, Portland, Oregon, 1976.

Development of these five notebooks was sponsored by the National Institute of Education. Built on the experiences of a pilot program entitled Community Experiences for Career Education, Inc., this set of handbooks was compiled describing the operation of an EBCE program. Each of the handbooks is devoted to a particular area of program operations.

976 Management and Organization. Treats overall operational considerations for an EBCE program: how such a program is organized, governed, staffed and made visible to the public and how everyday program business is managed.

977 Curriculum and Instruction. Covers the content and processes of student learning in EBCE and the resources a community-based program makes available to students.

978 Employer/Community Resources. Treats the establishment, maintenance and use of the network of employer and community sites at which most student learning activities take place.

979 Student Services. Covers considerations and procedures for admitting students to the program, keeping records of student work, credentialing students when they leave the program and supporting individual student growth.

980 Program Evaluation. Consists of identifying evaluation purposes, planning and conducting an evaluation, reporting and using evaluation findings. It also includes lists of supplementary materials and a reproducible materials section.

981 RBS Career Education Library. Research for Better Schools, Philadelphia, Pennsylvania, 1975.

A four-part series describing a program for high school students and a program to help schools organize for continuing career education development efforts, RBS career education is one approach to experience-based career education (EBCE).

Administrative Guides

Career Guidance

Career Development

Academic Resource Center

982 LEA/CETA Collaboration for Career Education. Kenneth B. Hoyt. Office of Career Education, Washington, D. C.

This publication records the results of a series of mini-conferences involving CETA and LEA representatives from a sample of exemplary communities where LEA/prime sponsor agreements were in operation.

984 Career Education Programs That Work. Office of Career Education, Washington, D. C., 1979.

The American Institutes for Research identified and reviewed reports from 250 career education projects. The ten projects which seemed to have the strongest evidence of effectiveness were selected for this publication.

985 Field Validation of the Career Education Curriculum Project Modules. Earl Moore and Frank Wellman. University of Missouri, Columbia, Missouri, 1978.

This report consists of career education module goals and objectives for Grades 7-12, followed by specific objectives and outcome criterion. Each test item constructed for the outcome criterion is also presented.

986 Follow the Yellow Brick Road. Thomas Buffington and Associates. Office of Career Education, Washington, D. C., 1977.

This publication was developed to communicate the results of projects funded by the Office of Career Education for fiscal year 1977. Career education ideas are divided into four major sections: (1) classroom, (2) community resources, (3) counseling and guidance, and (4) management.

988 Impact: Jobs Get the One You Want. Richard Bolles. Westinghouse Broadcasting Company, San Francisco, California, 1977.

This videotape of a television program aired in San Francisco features and is narrated by Richard Bolles, author of the best-seller What Color is Your Parachute?. The topic discussed is primarily the Bolles approach to the job search and interview processes. A number of examples of "practice field surveys" are discussed, as well as their positive results. Bolles maintains that curiosity, interest, and information gathering are crucial factors for the successful interviewee.

989 Born Free; A World of Options. Sunny Hansen, director. University of Minnesota, Minneapolis, Minnesota.

The purpose of this project is to make people aware of the ways in which career options are opened up or limited for males and females. People of all ages and from a variety of life situations are interviewed regarding expectations, socialization, choices, and changes. This videotape earned the Best Videotape Award at the APGA Film Festival in Washington, D. C., March 1978.

990 Male and Female Roles. Globe Filmstrips, Chicago, Illinois, 1975.

Male and Female Roles is a series of six filmstrips that explores sex roles in their historic, contemporary and futuristic perspectives. The goal of this series is to challenge students to analyze how and why traditional rigid sex roles are being replaced with more flexible roles. By examining sex role development and reinforcement, stereotypes, conflicts and alternatives, students can understand the processes involved in their own behavior and be better prepared to make their own decisions about male and female roles.

991 Help Wanted: Sexism in Career Education Materials. Women on Words and Images, Princeton, New Jersey, 1976.

These slides contrast the images presented by men and women in career education materials pointing out sexual stereotyping.

992 Masculinity. Peter Cochran and others. Prentice-Hall Company, Tarrytown, New York, 1974.

This program presents a study of men today: their roles, their impact upon the world in which they move, the ways they perceive themselves in terms of masculine images, and how they are perceived in these same terms by others. It discusses the validity of certain long-held assumptions about men and masculinity, the degree to which myth and traditional stereotypes have influenced these assumptions, and what options and new directions men now have open to them.

993 Images of Males and Females in Elementary School Textbooks. Lenore J. Weitzman and Diane M. Rizzo. The Feminist Press, Old Westbury, New York, 1974.

Textbooks provide information regarding a specific subject and at the same time influence through the "latent content" of the material. This provides standards for how men,

women, boys, and girls should act. This slide series examines the ways the two sexes are portrayed and the types of behavior encouraged for each.

Innerchange: A Journey Into Self-Learning Through Group Interaction. Human Development Training Institute, LaMesa, California, 1977.

A major emphasis of Innerchange is on allowing students to make connections between what they are learning in school and what is going on in their personal lives. Some of the themes focused upon are: careers, responsibility, decision making, assertiveness, and more. ($160.00 each)

994 Junior High

995 Senior High

996 Mathematics and Related Careers. For use with tenth grade students, or perhaps advanced ninth graders, this guide helps them develop and reinforce mathematical skills and to become familiar with a wide range of occupations. ($4.50) Also, see Career Education Teacher's Guides, page 11.

997 When I Grow Up. Motorola Teleprograms, Incorporated, Schiller Park, Illinois.

This 16 mm film can be used by teachers, counselors, and administrators to (1) heighten awareness of sex-role stereotyping as it is maintained and extended in the classrooms, and (2) suggest possible remedies in terms of altered curricula and/or classroom activities.

998 Career Development in the Elementary School. Robert L. Gibson. Charles E. Merrill Publishing Company, Columbus, Ohio, 1972.

Career development cannot be left to chance, and this book suggests that the elementary school years are the natural ones for developing understandings and attitudes appropriate for later career development and decision making. Chapters included in the book are: (1) Introduction to Career Guidance, (2) The Career Guidance Program, (3) Providing Appropriate Career Guidance Experiences, and (4) Developing the Career Guidance Program. ($3.95)

999 Career Guidance, A Handbook of Methods. Robert E. Campbell and others. Charles E. Merrill Publishing Company, Columbus, Ohio, 1973.

A sourcebook of over six hundred career guidance methods which, the authors contend, will open vistas for the dedicated practitioner who is concerned with improving his guidance program. Contains sections in methods according to educational level, special population, method type, and guidelines for designing career guidance approaches and program development. Also includes a summary of the status of career guidance methods as well as a career guidance resource bank. ($14.95)

1001 Career Education; From Concept to Reality. Bruce Reinhart. McGraw-Hill Book Company, St. Louis, Missouri, 1979.

This book is written for leaders in education who want to know more about the career education movement, size up its dimensions, and implement it in a local school district. Areas covered include the foundations of career education, integration of curriculum, community involvement, career guidance, student placement, personnel development, and evaluation.

1002 Work in the Navy. Prepared by Operations Research, Inc., Office of Naval Research, Arlington, Virginia, 1975.

A manual containing career guidance materials describing occupations and career development opportunities in the Navy.

Career Kits for Kids. Encyclopedia Britannica Educational Corporation, Chicago, Illinois, 1974.

This is a series of multi-media kits specially designed to develop career awareness at the primary grade level. Each kit focuses on a particular kind of work. Separately or as part of the series, each kit can be used as a basis for a unit on career education or community workers. A unique combination of components has been carefully designed both to reinforce social studies concepts and to stimulate numerous language arts activities. Contents include a sound filmstrip, narrated in rhyme, providing information about a particular occupation and promoting the value of work, a replica of a worker's hat, which lends itself to role playing and creative dramatics, a poster depicting five scenes from the filmstrip, a sing-along song reinforcing information from the filmstrip, three duplicating masters to make activity sheets for individual student work, and a teacher's guide with ideas for supporting activities.

1003 Barney the Baker

Career Kits for Kids (Continued)

1004 Freddy the Fireman

1005 Larry the Letter Carrier

1006 Maxi the Taxi Driver

1007 Nellie the Nurse

1008 Rusty the Construction Worker

Library of Career Counseling Films. Counselor Films, Incorporated, Philadelphia, Pennsylvania.

These 16 mm, narrated, color films explore all the broad occupational areas in the world of work, giving young people the opportunity to make an informed choice from among all the fields they may like and be suited for. Each film runs 14 to 16 minutes in length, and provides an overview of the occupation, the settings in which a person in that occupation works, and the personal characteristics common to persons successful in this field. It urges young people for whom any particular career seems a possibility to get more information. Forty films in all, 38 covering different occupations, one on how a career develops, and one on the world of work. ($220.00 each)

1009 Is a Career As a Technician For You?. Covers a wide, kaleidoscopic array of technicians in scientific, industrial, commercial and governmental settings; their role in working with engineers, scientists and other professionals as well as the personal characteristics common to persons successful in this field.

1010 Is a Career in the Health Services For You?. Looks at the nature of work and the working conditions in a great variety of health occupations from dentistry to radiology. Examines the wide range of careers in patient care and in supporting services . . . from housekeeping and administration to equipment maintenance.

1011 Is a Sales Career For You?. Acquaints students with the great diversity of sales careers throughout the spectrum of business and industry, and looks at sales people who sell all kinds of things and services from apples to hotels and insurance to zebras. Points out the role of sales in the country's economy.

1012 Is a Career in Machining For You?. Brings the sight, sounds, people, products, structures and practices of the world of machining tools into the classroom and gives an overview of occupations in which people cut, shape, grind and perform other operations on metal prototypes, assemblies, and parts.

Library of Career Counseling Films (Continued)

1013 Is a Career in the Service Industries For You?. Examines the eight different categories of services: lodging, building, personal, recreation, apparel, protective, domestic, and food service/preparation. Also discusses the aptitudes, temperament and preferences people should have to work in the service industries.

1014 Is a Career in Government For You?. Cites the ways one can get a federal, state or local government job in the occupations found exclusively in government (national defense, postal service, etc.), and those existing in both government and private industry.

1015 Is a Career in Radio or Televisi[illegible] For You?. Explains and illustrates that there are four main career areas in broadcasting . . . engineering, sales, business, and programming, and goes on to describe the many occupations in each. It covers every section of the industry and looks at the people at work, their skills, qualifications, rewards and problems.

1016 Is a Career in the Hotel or Motel Business For You?. Takes a thoughtful and informative look at employees in the four major categories of occupations found only in the lodging industry . . . those in guest services, housekeeping, front office, and management. The film also covers the many other kinds of workers needed to run hotels, motels and other related industries.

1017 Is a Career in Finance, Insurance or Real Estate For You?. Stresses similarities in the basic nature of occupations in the areas of finance, insurance and real estate. Discloses that almost half of the people in the total industry work with statistics, rates, permiums, interest, dividends, and other data, while the balance deal largely with people.

1018 Is a Career in Electronics Manufacturing For You?. Covers the products, production techniques and other exciting aspects of the industry, then explores the plant jobs in machining, fabricating, processing, assembling, inspection and shipping plus the office jobs in clerical, engineering, administrative, and scientific areas.

1019 Is a Career in Clerical Work For You?. Takes a close-up look at the fourteen million people who handle the vast flood of communications and records in business, industry, and government. The film also covers shipping and receiving clerks, stock clerks and mail clerks.

1020 Is a Career in the Professions For You?. Deals not only with the nature of the work but also covers the dedicated, continuous and self-disciplined effort over many years to become a doctor, teacher, engineer, lawyer, performer or other kind of professional person.

Library of Career Counseling Films (Continued)

1021 Is a Career in Management For You?. Provides an overview of the three levels of management (top, middle and supervisory), and points out similarities in their basic duties . . . planning, organizing, staffing, directing and controlling.

1022 The World of Work. Divides the world of work into major categories (clusters) and shows selected occupations in each. Encourages students to examine all possibilities, suggests how to go about doing it and urges them to consider both the satisfaction people derive from work, and the relationship between their own talent, interests and values and the requirements of major career fields.

1023 Is a Career in Business Administration For You?. Defines the five major occupational groups in business administration, describes work settings, conditions, tasks, and rewards, entry requirements and paths to advancement. The five areas explored are: accounting, personnel work, marketing research, advertising and public relations.

1024 Is a Career in the Restaurant Business For You?. Considers careers in restaurants from luxurious nightclubs to hot dog stands and covers food purchasing, food preparation, serving, dishwashing, and management. The film also explores other types of feeding such as institutional, plant feeding, cafeterias, schools, etc.

1025 Is a Career in the Social Sciences For You?. Concerns itself with the social scientists who deal with the transmission and communication of knowledge and information about human social behavior. Covers occupations such as anthropologists, economists, historians, political scientists, social psychologists, sociologists, social statisticians, social geographers and social workers. You'll find it a sociable film.

1026 Is a Career in Banking For You?. Deals with the multitude of banking careers found in commercial and savings banks as well as other financial institutions such as Federal Reserve Banks, loan companies, the Export-Import Bank, etc. Also touches on aptitudes, interests and educational qualifications useful to obtain entry level work in the banking industry.

1027 Is a Career in Motor Vehicle or Equipment Manufacturing For You?. Gets into all levels of the manufacturing spectrum from the professional engineers and scientists to semi-skilled assemblers and maintenance personnel. Also deals with a fascinating array of equipment that the industry turns out in staggering quantity.

Library of Career Counseling Films (Continued)

1028 Is a Career in Motor Freight Transportation For You?. An industry with over twelve million trucks carrying everything from baby chickens to steel beams, the motor freight transportation field covers not only the skills necessary to be a driver, dispatcher, or other worker, but also gets into the kind of equipment, traffic regulations and other factors important to the industry.

1029 Is a Career in the Textile or Apparel Industry For You?. Covering (forgive the pun) an industry which provides one of our basic needs: clothing, as well as products for industrial and household uses, this film gets into careers in manufacturing, marketing, research design, cutting, sewing and even pressing. Gets behind the scenes at some of our tens of thousands of apparel and textile firms to examine the people who run them.

1030 Is a Career in the Natural Sciences For You?. Gives important and interesting insights into those scientific careers that deal with living matter in all its forms including men and microbes, birds and fish, wild and domestic aminals, plants, insects, etc. Points out where natural scientists are employed, training necessary to get into fields such as agronomy, limnology, pharmacology, zoology and much more.

1031 Is a Career in the Aero-Space Industry For You?. One of the world's newest and most exciting industries, aero-space employment dates back to 1957 when Russia launched its Sputnik I. Since then a huge industry has evolved in this country, and the film points out all the unique (and not so unique) careers that are part of aero-space as well as some of the negative aspects of working in the industry.

1032 Is a Career in the Telephone Business For You?. Investigates the nerve system of our country, the 100 million telephones, the network of switching and transmission systems, and, most important, the men and women who work together to give us the best communications service in the world. Explores the multitude of careers in the industry as well as opportunities for employment, advancement possibilities, working conditions and much more.

1033 Is a Career in Structural Work For You?. Deals with America's largest industry, and encompasses an enormous range of careers such as architects, engineers, draftsmen, contractors, skilled trades-people (carpenters, bricklayers, iron workers, etc.) and less skilled workers as well. The film also touches on the size and economic importance of the industry plus employment outlook, opportunities for advancement, rigors of the work, and apprentice training programs.

1034 Is a Career in Industrial Chemicals For You?. Sounds like it might be dull, right? Wrong! The film points out how, since 1929, growth in this industry has been roughly twice that of the average of all manufacturing. It examines in detail careers in research, sales, production, chemistry and other fields that are included in the manufacture and sales of items from baby aspirin to jet fuels.

1035 Is a Career in the Electric Power Industry For You?. Deals with one of the world's most vital industries, an industry that employs thousands of men and women working together to make possible the complicated process of bringing electricity to our homes, places of work, and recreational areas. The film examines jobs ranging from power plant operation to customer service. Specific occupations include linemen, groundmen, and substation operators.

1036 Is a Career in the Performing Arts For You?. Concerns itself with the highly competitive areas of music, acting, singing, and dancing. Details the type of opportunities usually available as well as the training and background needed for this field. Encourages those interested to examine their interests and talent in view of the relatively few full-time positions available and great amount of training, practice, and sometimes pre-professional experience that usually precedes a successful career.

1037 Is a Career in Processing For You?. Concerns itself with occupations directly involved with the refining, mixing, treating and working of materials and products. Acquaints the viewer with some of the refineries, ovens, vats, furnaces and mixing machines. Discusses on-the-job training, upgrading, and advancement procedures, and employment opportunities in the coming years.

1038 Is a Career in Fishing or Forestry For You?. Deals with job possibilities relative to these two important environmental and ecological areas. Possibilities in the fishing industry include fish hatchery operations, fish marketing, fish and game wardens, and fish and wildlife specialists. Stresses the concept that foresters play a major role in protecting the condition of our environment and details occupations relevant to the management, development, and protection of these lands, and their resources.

1039 Is a Career in Food Preparation For You?. Concerns itself with jobs in an industry that preserves, processes, and packages most of the food we consume.

1040 Is a Career in Civil Aviation For You?. Acquaints students with a variety of job possibilities in the fast moving world of civil aviation. In addition to the more visible positions of flight crew members, the important supportive services of mechanics, maintenance personnel, reservations and ticketing, cargo and freight handlers, clerical, administrative, and executive personnel are presented.

Library of Career Counseling Films (Continued)

1041 Is a Career in Bench Work For You?. This film covers occupations concerned with the use of hand tools and bench machines to fit, grind, carve, assemble and repair relatively small objects and materials such as jewelry, televisions, instruments, and toasters. The work is usually performed at a set position at a bench or worktable in a plant or shop.

1042 Is a Career in Atomic Energy For You?. Deals with occupations within the wide range of atomic energy activities. Engineers, scientists, technicians, and craftsmen account for a high proportion of total employment in this field. Office personnel in administrative and clerical jobs represent another large group, while other workers are involved in production, plant protection, and services.

1043 Is a Career in Iron and Steel For You?. Examines a broad range of jobs that require a wide variety of skills. Detailed are varied occupations related to the production of iron and steel. Positions discussed include those involved in processing operations, maintenance operations, and administrative, technical, and research areas.

1044 Is a Career in the Pulp and Paper Industry For You?. Employing about 700,000 people in occupations ranging from the unskilled to the specialized and professional, this highly mechanized industry offers a variety of job possibilities. Positions in production, engineering, electrical, technical, professional, and administrative and clerical areas are examined.

1045 Is a Career in Mining, Petroleum or Gas Production For You?. Within these crucial industries the skilled jobs of well drillers, mining machinery operators, mechanics, repairmen, heavy equipment operators and pumpers are shown. Other positions detailed include the engineers, geologists, and technicians who make up a good proportion of those involved in exploration of new fields.

1046 Is a Career in Agri-Business For You?. Concerns itself with jobs in an industry that has seen tremendous recent growth. Positions relate to providing the farmer with the type of support needed to run the tremendous agricultural business of the United States. Included are jobs that involve providing financial, credit, power, fuel, transportation, and supply services, as well as those that arrange contract and marketing processes.

1047 Is a Railroad Career For You?. Included are the areas of operating workers, passenger attendants, communications and office workers, equipment and maintenance specialists, and administrative workers detailing the complex job of running a vast railroad network, this film provides students with insight into a multitude of job possibilities.

1048 Career World. Curriculum Innovations, Incorporated, Highwood, Illinois.

Subtitled "The Continuing Guide to Careers," this magazine is published monthly during the school year. Middle school and high school students are able to read about offbeat jobs, tips on getting part-time jobs, information on specific occupations or particular cluster areas, how current events are shaping future occupations, profiles of minority persons who have entered previously limited or closed occupations, etc. ($3.95 per year)

1049 You, Your Employer, and Your Co-Workers (and) Personal Safety. For description see Succeeding in the World of Work Series, page 54.

1051 Women at Work: Choice and Challenge. Guidance Associates, Pleasantville, New York, 1975.

Explores the changing roles of women in the labor force and the challenges these changes have generated. It also considers the alternative lifestyles available to women as a result of these changes and challenges. The program examines such areas as education, child care, household management, and leisure time from both historical and personal perspectives.

Even Love Is Not Enough . . . Children With Handicaps. Parent's Magazine Films, Incorporated, New York, New York, 1975.

This sound filmstrip series is designed for use in family life classes at the high school and college level, special education classes, education for parenthood programs and other adult education courses. The program's purpose is to familiarize professionals, para-professionals and parents with the special problems of the handicapped and the diagnostic, treatment and support services available to the child and his or her family.

1052 Educational and Language Disabilities

1053 Intellectual Disabilities

1054 Physical Disabilities

1055 Behavioral and Emotional Disabilities

1056 So You Want Wheels. Changing Times Education Service, Washington, D. C., 1972.

This sound filmstrip series can be used to develop basic decision-making and value-clarifying skills regarding the

So You Want Wheels (Continued)

purchase and maintenance of a car. An introductory statement and five case studies provide basic information and perspective on buying a first car, shopping for a car loan, obtaining car insurance, buying tires and selecting reliable suppliers of repairs and service. The filmstrips are captioned and suitable for mainstreamed classrooms or for the deaf and hearing impaired. ($125.00)

1057 Money and Lifestyle. Changing Times Education Service, Washington, D. C., 1976.

This filmstrip program guides students in developing wise money-management skills and helps them understand the relationship between those skills and their lifestyles. An introductory segment and five case studies promote knowledge, inquiry and discussion of financial goals and personal values, estimating resources, long-term budgeting, short-term budgeting and sources of financial advice. Captioned filmstrips make it possible to use this in a regular, mainstreamed, hearing impaired, or deaf classroom. ($125.00)

1058 Social Security. Ungame Company, Anaheim, California.

This is a non-competitive game designed to help people gain insight and understanding of one another, discover alternatives, clarify values, and learn ways to express themselves. This can be used by teachers, counselors, psychologists, or families. It is suitable for use with ages 6 to adult.

1059 Roll-A-Role. Ungame Company, Anaheim, California.

This is a non-competitive game in which players explore a subject or situation through various roles. Talk topics range from humorous to extremely serious. Persons from age 8 to adult will find this game to be challenging and thought-provoking.

1060 The Ungame. Ungame Company, Anaheim, California.

The Ungame was designed to help people learn how to communicate more effectively in a relaxed non-competitive atmosphere. As people share thoughts, feelings, and ideas, they get a deeper understanding of themselves and others. It is appropriate for gatherings of friends, family circles, classrooms, committees, and counseling groups. It is appropriate for use with ages 5 to adult.

1061 Faces of Man. Argus Communications, Chicago, Illinois, 1971.

The Faces of Man explores the differences in expressions, looks, and smiles in the people we meet. It can be useful in language arts and sociology classes. ($20.00)

1062 Fuzzies. Argus Communications, Niles, Illinois, 1974.

Fuzzies, adapted from L. Richard Lessor's book, is a tale about the joy of sharing and the tragedy of greed. ($20.00)

1063 I Am Loveable and Capable. Argus Communications, Niles, Illinois, 1974.

This is the story of IALAC, an invisible sign that everyone wears, meaning I am loveable and capable. In this allegory the IALAC sign is torn and patched, wrinkled and smoothed in the course of each day. ($20.00)

1064 The Wonder of It All. Argus Communications, Niles, Illinois, 1972.

The Wonder of It All is intended to rejuvenate the youthful spirit of wonder and curiosity. It can be used as a stimulus for discussion and the development of themes. ($20.00)

1065 Career Education for the Handicapped Child in the Elementary Classroom. Gary M. Clark. Love Publishing Company, Denver, Colorado, 1979.

The major themes of this book are the justification for, and planning and implementation of career development instruction for all types of handicapped children. A model is presented for deciding what curriculum content is appropriate for handicapped children and how it can be delivered in regular or special instructional programs.

1066 Special Education for Adolescents. Douglas Cullinan and Michael H. Epstein. Charles E. Merrill Publishing Company, Columbus, Ohio, 1979.

This book is designed to give a broad perspective of the development of secondary school and related programs for handicapped youth. The contributors were chosen for their expertise and acknowledged accomplishments. Some of the topics included are: adolescent development and deviance, assessment and instructional planning, programming for academic disabilities, drug abuse prevention and the special education student and others.

1067 Young Children With Special Needs. Nancy H. Fallen and Jill E. McGovern. Charles E. Merrill Publishing Company, Columbus, Ohio, 1978.

The overall objective of this book is to provide a resource for students that will help to answer fundamental questions concerning the needs of the handicapped child, birth through five, and their families. A glossary is included to assist with terminology in the field, and the appendices serve as a reference to available resources.

1068 Black American Athletes. Linda Jacobs and Rebecca Strandlund. Educational Media Corporation, St. Paul, Minnesota, 1976.

This is a supplementary reading program which centers around the lives of four black Americans who having faced special obstacles became stars in their chosen sports. The books, written at a fifth grade level, have accompanying read-along cassettes. The teacher's guide has reproducible activity sheets that give the student practice in the skill areas of comprehension, vocabulary, and word attack/structural analysis. ($58.00)

1069 Champions and Challengers 2. Barbara Ann Pearson. Educational Media Corporation, St. Paul, Minnesota, 1979.

Biographies of Reggie Jackson, Nancy Lopez, Bjorn Borg, Janet Guthrie, and Franco Harris form the core of this reading enrichment series. Cassette tapes of telephone interviews with the stars help to motivate readers. The cassettes may also be used to read along with the books. Reproducible skill sheets in the teacher's guide emphasize vocabulary building skills such as word recognition, word meanings, work attack, and word relationships. ($80.00)

1070 Headliners II. Linda Jacobs and Janice Simpson. Educational Media Corporation, St. Paul, Minnesota, 1978.

Minimal competencies covered in this high interest biography series include comprehension, vocabulary, word attack, grammar, and study skills. Biographies of Kate Jackson, Barbara Jordan, Sylvester Stallone, and Ray Kroc may be read along with cassettes. Cassette interviews with these famous people may also be used to motivate students to read the biographies independently. ($85.00)

1071 Hispanic Heroes of the U.S.A. Warren H. Wheelock and others. Educational Media Corporation, St. Paul, Minnesota, 1976.

Twelve contemporary Hispanic personalities from the world of government, entertainment, and sports comprise this reading enrichment series. Read-along cassettes accompany the biographies, while the teacher's guide contains reproducible skill sheets on comprehension and vocabulary. Creative activity sheets provide a variety of enrichment skills emphasizing Hispanic arts and culture. ($58.00)

1072 Women Who Win 2. Linda Jacobs and others. Educational Media Corporation, St. Paul, Minnesota, 1975.

Read-along cassettes accompany the biographies of Wilma Rudolph, Cathy Rigby, Laura Baugh, and Evonne Goalagong. The teacher's guide outlines the objectives of the program, summarizes the stories, and has skill sheets of reading and vocabulary comprehension, creative activity sheets, and vocabulary lists. ($58.00)

1073 Consumer Education Series. Lynne Glasner and others. Educational Media Corporation, St. Paul, Minnesota, 1980.

This program for special needs students is written at a third grade level. The photo-illustrated texts and workbooks present major consumer topics in realistic situations. Accompanying are read-along cassettes and teacher's guides which contain learning objectives, notes for special vocabulary and instructions for texts and workbooks. Topics included are: buying food, buying appliances, buying a car, shopping for clothing, buying on credit, obtaining medical aid, apartment living, banking, consumer redress, and buying home furnishings. ($143.50)

Real People at Work Reading Skills Program. Developed by Educational Research Council of America. Changing Times Education Service, Washington, D. C., 1976.

The purpose of this program is to develop and reinforce the skills of word recognition, reading comprehension, critical reading, and creative reading through career exploration. The fifteen modules range in reading level from below second grade to above sixth grade. Each kit contains ten Real People at Work books, ten read-along cassettes, ten skill builder spirit masters, a wall chart, and teacher's guide. ($98.00 each)

1074 Reading Program Level B. (Average second grade reading level.) Titles: Executive Housekeeper, Supermarket Cashier, Graphic Artist, Citrus Grower, Chef, Seaman, Metal Molder, Police Team, Manufacturing Optician, Leather Worker.

Real People at Work Reading Skills Program (Continued)

1075 Reading Program Level F. (Average third grade reading level.) Titles: Estimator, Assistant Bank Manager, Public Relations Writers, Hardrock Miner, Pro Basketball Player, Tugboat Pilot, Welders, Safety Engineer, Chemical Technicians, Shoe Repairer.

1076 Reading Program Level J. (Average fourth grade reading level.) Titles: Contract Cleaner, Market Researcher, Home Economist, Natural Science Chemist, Water Analyst, Ship's Engineer, Power Transformer Assembler, Ecologist, Nuclear Plant Designer, Protective Clothing Maker.

1077 Reading Program Level N. (Average fifth grade reading level.) Titles: Civil Engineers, Analytical Testing Manager, Cellist, Wheat Farmer, Tour Director, Seafood Processor, Tool and Die Apprentice, Union Representative, Laser Project Engineer, Fashion Designer.

1078 Reading Program Level R. (Average sixth grade reading level.) Titles: Painter Apprentices, Real Estate Broker, Sound Engineer, Horticulturist, Childcare Attendants, Boat Builders, Airplane Machinist, Firearms Examiner, Space Technologist, Luggage Maker.

Janus Survival Guides. Janus Book Publishers, Hayward, California.

Finding a Good Used Car. For description see page 49.

Using the Want Ads. For description see page 50.

1085 Reading Schedules. Winifred Ho Roderman, 1978. Reading Schedules can help students read and understand schedules showing what's on television, when the park opens, or where the train goes. Students learn special vocabulary, abbreviations, and symbols found on typical schedules. In addition, practice is given in making schedules. The reading level is 2.5 (Spache). ($2.85)

1086 Reading and Following Directions. Winifred Ho Roderman, 1978. The purpose of this is to help teach the reading of directions to the older student and adult with severe reading handicaps. With a reading level of 2.5, the workbook focuses on the recognition and understanding of words and phrases commonly used in directions found on packages, appliances, and other things. Lessons, exercises, and games develop reading comprehension and help students learn to follow and give directions. ($2.85)

1087 Getting Around Cities and Towns. Winifred Ho Roderman, 1979. This is written for the older or mature slow reader who needs to develop physical mobility. Students learn how to use directions, how to get around buildings and neighborhoods, how to read maps, how to ask for help, and what to do if they get lost. Reading level is 2.0 (Spache). ($2.85)

Janus Survival Guides (Continued)

1088 Reading a Newspaper. Phyllis Larned and Nicholas J. Randall, 1978. Students learn how to identify the main ideas and supporting details of a news story, how to locate features that inform and entertain, and learn how to read and use different kinds of newspaper ads. The reading level is 2.6 (Spache). ($2.85)

1089 Janus Job Interview Kit. Wing Jew and Robert Tong. Janus Book Publishers, Hayward, California, 1976.

Students are given interview practice for thirty entry-level jobs. In preparing for the practice interview the students must consider appropriate dress, introducing themselves, answering specific questions, thinking on their feet, and closing the interview. After the interview takes place the student is then evaluated as would be done in a real-life situation. ($32.50)

People Working Today. Janus Book Publishers, Hayward, California.

Designed for special needs students in Grades 7-12, each book in the People Working Today series presents a fact-filled story of a teenager's experience in an entry-level job. Each book averages under 2.0 reading level as measured by the Spache Readibility Formula. The teacher's manual flags difficult words and includes questions over each chapter. ($1.85 each)

(374) Alex on the Grill. Stanley Shalit, 1976. Shortorder cook.

1090 Bob the Super Clerk. Hughes John, 1975. Supermarket clerk.

1091 Janet the Hospital Helper. Hughes John, 1975. Hospital attendant.

1092 Jester the Bellhop. Hughes John, 1975. Bellhop.

1093 Johnny at the Circuits. Phyllis Larned, 1977. Electronics assembler.

1094 Julie at the Pumps. Phyllis Larned, 1977. Gas station attendant.

1095 Kerry Drives a Van. Phyllis Larned, 1977. Truck driver.

1096 Larry the Logger. Hughes John, 1977. Logger.

1097 Laura Cares for Pets. Bruce Finson, 1976. Kennel attendant.

1098 Tony the Night Custodian. Steven Otfinoski, 1977. Building custodian.

1099 Don't Get Fired! 13 Ways to Hold Your Job. Durlynn Anema. Janus Book Publishers, Hayward, California, 1978.

The purpose of this workbook is to help students become aware of areas of employer concern. This is done through thirteen dialogues involving workers in confrontations with their bosses, fellow workers, or customers. After each dialogue students are asked to evaluate the situation and how it could be changed. ($2.95)

Survival Vocabulary. Jim Richey. Janus Book Publishers, Hayward, California, 1979.

Each book teaches eighty words found in the community. Reinforcement is through exercises, games, and flashcards. ($3.45 each)

1100 Clothing Language

1101 Drugstore Language

1102 Entertainment Language

1103 Job Application Language

1104 Restaurant Language

1105 Supermarket Language

Sign Language: A Survival Vocabulary. Jim Richey. Janus Book Publishers, Hayward, California, 1976.

In order to serve special needs and E.S.L. students, these books teach 144 signs seen daily. Students learn one sign at a time through a five-step exercise designed to help them both memorize and comprehend the words. Flashcards are available for use in games and drill. Signs progress in difficulty. ($8.50 set)

1106 Book A

1107 Book B

1108 Book C

1109 Book D

1110 Kids Come in Special Flavors--Understanding Handicaps. Pat Cashdollar and Joan Martin. Kids Come in Special Flavors Company, Dayton, Ohio, 1978.

This book contains activities for students and adults that give them the opportunity to explore the physical and psychological stumbling blocks created by various impairments. The activities are fun and challenging and lead to a greater awareness of the needs and feelings of the handicapped.

1111 What's the Difference?. Ellen Barnes and others. Human Policy Press, Syracuse, New York, 1978.

The activities included in this book suggest ways to involve people in experiences that foster contact, empathy, the gaining of information and responsive behaviors toward disabled people. Background is also given about a range of disabilities and a list of resources is available.

1112 Occupational Education. College Blue Book, 17th edition. MacMillan Publishing Company, Incorporated, New York, New York, 1979.

This volume lists 10,000 business, trade, and technical schools in alphabetical order by state and town. Descriptive data for each school includes name, address, classification, phone number, tuition, enrollment, and curricula. In addition, 850 occupational curricula are listed giving state and schools where a particular area may be studied.

1113 Careers: Jobs and Education. Society for Visual Education, Incorporated, Chicago, Illinois, 1980.

This filmstrip series is designed to help students match careers with educational requirements. Each filmstrip establishes an educational level and then highlights at least five jobs appropriate to that level. The jobs are discussed in terms of interests and/or skills that lend themselves to the job, recommended high school courses to prepare oneself, and basic characteristics of the job itself.

1116 Handbook for Professional Development in Human Services. William L. Mermis and Joann Chenault. U. S. Department of Health, Education and Welfare, Washington, D. C.

This monograph is designed to help develop postsecondary education programs. The two major areas covered are bridging the gap between career education and human services and a guide for higher education/continuing education/professional development. One conclusion drawn is that in both human services and career education professionals are better able to deliver effective services when they have both knowledge and skills that cross community systems and professional lines.

1117 A Catalogue of Possibilities: The Community Career Education Resource Center. Government Printing Office, Washington, D. C.

The content of this catalogue is based on a national survey of well-known community career education resource centers.

A Catalogue of Possibilities (Continued)

These centers have initiated effective and extensive collaborative efforts within their communities and are attempting to reach audiences previously ignored by school-based centers.

1119 Resource Guide for Sex Equity in Vocational Counseling. Virginia Vocational Guidance Programs, Blacksburg, Virginia, 1980.

This resource guide is designed to assist educational personnel to increase sex equity in vocational guidance and counseling programs. It includes a combination of articles, books, research reports, audio-visual materials, staff training materials, organizations, and directory lists.

1120 Dealing in Futures: Career Education Materials for Students, Parents, and Educators. Mary DeWitt Billings and Janet S. Rubin, compilers. Educational Materials Center, Office of Education, Washington, D. C., 1977.

The Educational Materials Center's bibliography furthers the concept of career education programs by providing information about career materials available. There are four sections, each introduced with a description of the materials included: current literature, text materials, collection of the Office of Career Education, and government publications. A special effort has been made to include materials that discourage age, race, and sex stereotyping in employment, and materials on the changing roles of women.

1121 Project S.P.I.C.E.: Special Partnership in Career Education. Clinton M. Rouse and others. School Board of Volusia County, Deland, Florida, 1978.

The purpose of this project funded by H.E.W. was to develop and demonstrate the most effective methods and techniques for providing appropriate career education experiences for intermediate age educable mentally handicapped students. The project's results are published in seven modules: Guide to Program Implementation; Self-Awareness, Career/Educational Awareness; Decision Making/Beginning Competency; Economic Awareness; Employability Skills; and Rights and Responsibilities. The format for each module includes: module objective, student performance objectives, plan of module, using the module, assessing student achievement, module profile, and learning activities.

1122 Education and Work Competencies Needed by Experiential Education Personnel. Mary K. Klaurens. National Center for Research in Vocational Education, Columbus, Ohio, 1979.

This paper analyzes the role and competencies needed by teachers or coordinators who supervise experiential education. Guidelines are presented for the selection of personnel. Program purposes and goals are discussed. Major duties are outlined for such concerns as coordinating community resources, developing career opportunities for women and minorities, and complying with labor laws.

1123 Ten Mathematics Projects and Career Education Infusion. Harold D. Taylor. National Center for Research in Vocational Education, Columbus, Ohio, 1979.

Ten projects, which used mathematics as a major element to infuse career education into the regular K-12 school curriculum, are presented. Such data as grade levels involved, student population, school districts, cost of implementation, and level of success are reported.

1124 Selecting and Using Tests of Career Skills. Arthur M. Kroll and Linda A. Prister. National Center for Research in Vocational Education, Columbus, Ohio, 1979.

The increased attention to measuring career skills has resulted in more tests, more testing, and more test administrators. This paper discusses the purposes served by assessing career skills, how to become an informed user of career skill tests, and the limitations in design and use of tests of career skills.

1125 Computerized Career Information and Guidance Systems. John S. Clyde. National Center for Research in Vocational Education, Columbus, Ohio, 1979.

After discussing the increase in computer systems, this paper examines the emergence of a national career information system program. Also included are computerized systems that assist in career decision making and descriptive information on leading computerized systems. Literature is reviewed on research and evaluation of systems for various educational levels.

1126 Career Education for the Handicapped Child: A Guide to Parent Education Programming. Stanley F. Vasa and others. National Center for Research in Vocational Education, Columbus, Ohio, 1979.

This paper discusses the procedures in developing a program to assist parents of handicapped children in learning

Career Education for the Handicapped Child (Continued)

about career attitudes and skills. Questions parents may have about career education are outlined, as well as, the elements of a program delivery system. The appendix includes career education objectives for the handicapped child, suggested parent activities, a directory of organizations related to the handicapped, and a problems fact sheet for parents.

1127 Techniques and Strategies for Infusing Career Education Into the Educational Program for Exceptional Children: Some Sample Resources. Robert D. Bhaerman. National Center for Research in Vocational Education, Columbus, Ohio, 1979.

The first section of this publication deals with questions teachers have about career education curriculum infusion. The next section presents abstracts of 39 projects and programs. Finally, five examples of specific teaching strategies are shown. These include: a sample module, bibliography, classroom activities, behavioral objectives, and a sample teaching unit.

1128 Individualized Career Education Program (ICEP) for Career Exploration and Examination--Grades 6-8. Joan Smutny. National College of Education, Evanston, Illinois, 1980.

The ICEP program's purpose was to initiate and develop career education activities for junior high school students. The book is a compilation of guides, forms, questionnaires, activities, assessments, and hands-on materials used in the program.

1129 College Placement Annual, 1980. College Placement Council, Incorporated, Bethlehem, Pennsylvania, 1980.

This publication includes the occupational needs anticipated by approximately 1,200 corporate and governmental employers who recruit college graduates. Job-seeking information is given, followed by a list of employers. That is followed by employment indexes arranged according to occupation, geographical location, and special employment categories. ($5.00)

1130 Guide for Occupational Exploration. U. S. Department of Labor, Washington, D. C., 1979.

This guide, designed by the U. S. Employment Service, is intended for use by vocational counselors and individuals to assist with career and occupational exploration. Occupations are grouped by ability, interests, and traits

Guide for Occupational Exploration (Continued)

required for successful performance. Information given for each work group includes: job activities performed, requirements made on the worker, clues that might or might not indicate an interest in the job, and preparation for entry.

1133 The School Counselor's Involvement in Career Education. Francis E. Burtnett. American Personnel and Guidance Association, Falls Church, Virginia, 1980.

The A.P.G.A. conducted a project to evaluate the roles the school counselor assumes in career education, career guidance, and career development. Some of the activities conducted in order to see what needs to be done to improve the guidance function were as follows: analyzed the function of career education, career guidance, and career development; collected data on exemplary career guidance programs; and conducted a series of conferences to analyze topics related to the role of the school counselor. ($9.00)

1134 Go For It! How to Get Your First Good Job. Martha C. Douglas. Chronicle Books, San Francisco, California, 1979.

This career-planning guide for young adults suggests ways to make the transition from school to job, ways to assess your interests and abilities, and how to acquire job experience which can be used to reach career goals. ($5.95)

1135 The Adult Learner, The World of Work, and Career Education. Volume 3. Donald B. Garner, editor. Kendall/Hunt Publishing Company, Dubuque, Iowa, 1978.

This book deals with the needs and motivations of the individual adult. The issues considered are: the changing adult, his/her worth, and his/her number; identifying the adult learner and his/her needs; finding out about developmental and learning patterns; and looking at attitudes of other countries toward work and education.

1136 Career Life Planning for Americans. Patrick J. Montana and Margaret V. Higginson. National Center for Career Life Planning, New York, New York, 1978.

This book identifies the challenges and individual and organizational needs of the future. It scrutinizes current career life planning and development programs and practices as revealed through literature and research. It recommends some agendas for the future in terms of changes that should be made to improve the environment for career life planning and development.

1137 Career Exploration: Transportation Cluster Teacher Manual. Richard Vrooman. Oklahoma State Board of Vocational and Technical Education, Stillwater, Oklahoma, 1974.

Students are exposed to basic concepts needed for success in the transportation cluster via hands-on activities, field trips, work observations, role playing, and simulations.

1138 Preparing for Adolescence. James Dobson. Word, Incorporated, Waco, Texas, 1978.

This cassette series was written by a Christian psychologist for parents to help their children prepare for the changes of adolescence. Some of the topics covered are: developing self-confidence, conformity, puberty, love, and the search for identity. Subject treatment reflects Christian values.

1139 Curriculum Guide for Industrial Arts Education. Missouri State Department of Elementary and Secondary Education, Jefferson City, Missouri, 1974.

This curriculum guide was formulated by a committee under the auspices of the Missouri Council for Industrial Arts Education. In preparation and publication the committee, along with the State Department of Elementary and Secondary Education, worked toward the goal of initiating and improving woods and wood technology instruction in Missouri.

1140 Guidelines for Occupationally Oriented Industrial Arts Education Programs. Missouri Department of Elementary and Secondary Education, Jefferson City, Missouri.

This publication outlines the purpose, goals, and objectives of industrial arts education and relates them to career development at the elementary through senior grades. Also discussed are advisory committees, assessment and staff development.

1141 Handbook for Industrial Arts Education. Missouri State Department of Elementary and Secondary Education, Jefferson City, Missouri, 1969.

This handbook is intended to assist industrial arts teachers and administrators in teaching and planning industrial arts programs. Some of the topics discussed are: the role and scope of industrial arts, planning and implementing the curriculum, and professional growth.

1142 Guide for Implementing Career Education. Richard E. Nelson. Missouri State Department of Elementary and Secondary Education, Jefferson City, Missouri.

This guide will serve to provide background information and suggested procedures to assist local school administrators in planning for the implementation of career education into a local school district.

1143 Directory of Services for Children. Extension Division, University of Missouri, Columbia, Missouri, 1975.

The purpose of the directory is to provide information on available services in various areas to persons living in Missouri. Organizations are listed alphabetically giving information on contact persons, description of services, availability, fee, and referrals.

1144 A Manual for the Implementation of a Rural-Based K-12 Career Education Program. Southern Indiana Career Resource Center. Indiana State Board of Vocational and Technical Education, Indianapolis, Indiana.

This manual is designed for use by the facilitator of a career education program. The project to promote career education in rural areas covers the following topics: administration, development, materials and equipment, and development of a senior high placement program.

1145 Vocational Education and Career Bulletin Board Ideas!. Pauline Maynard. Williston Public School District, Williston, North Dakota.

This publication has photos of bulletin boards of various career topics suitable for Grades K-12.

1146 Activity Idea Bank--Stick Your Neck Out. Sharon Kucinski. Arizona Department of Education, Phoenix, Arizona, 1978.

This publication was designed to assist teachers in bringing careers and guidance into daily lessons and to assist students in relating to the world and each other in a realistic, positive manner. It was used in a K-6 curriculum.

1147 Putting Words and Pictures About Schools into Print. National School Public Relations Association, Washington, D. C., 1971.

This is a collection of guidelines, tips, and checklists for producing printed materials for community or professional purposes. Topics dealt with include: the staff

Putting Words and Pictures About Schools into Print (Continued)

newsletter, the community newsletter, the annual report, and a battery of recruitment materials. Other publications are also discussed along with a section on dissemination of news and photography. ($7.00)

1148 The Be Informed Series. New Readers Press, Syracuse, New York, 1976.

This 20-unit series is designed to provide practical information to the low income family and is written on a third to fourth grade reading level. The units cover areas of personal concern, such as car ownership, housing problems, personal credit, and nutrition. Each unit contains information sections and review exercises with an answer key. ($35.00)

1150 A Resource Guide for SH Teachers. See Career Alternatives for Handicapped Children Project, page 158.

1151 In-Service Education Model for the Dissemination and Utilization of Selected Career Education Concepts Presented by the Career Cluster Approach in the Elementary School. W. A. Downs. Missouri State Department of Elementary and Secondary Education, Jefferson City, Missouri, 1974.

This study was intended to provide evidence related to the value of organizing the elementary school classroom around career education clusters. Also researched was the affect of teacher orientation on student achievement.

1152 Practical Education Program. Hilda R. Ryberg and Phillip E. Powell. Arkansas Department of Education, Little Rock, Arkansas, 1976.

The nine units are designed to provide seniors with basic information on personal finance and legal matters. The units are: You and Your Budget, You and Your Car, You As a Consumer, You and Contracts, You and Your Borrowed Money, You and Your Money, You and Insurance, You and Your Job, and You and Red Tape.

1153 Journal of Career Education. University of Missouri, Columbia, Missouri.

This is a quarterly publication dedicated to the study of career education. Each issue focuses on a specific aspect or problem in career education, such as special needs, business and industry views, legislation, administration, etc. ($8.00 per year)

1155 Career Guidance Practices in School and Community. Lorraine Sundal Hansen. National Vocational Guidance Association. Washington, D. C., 1970.

This monograph introduces principles and concepts of career guidance, describes practices and programs now in progress in a number of school systems, and presents issues, concerns, and challenges for career guidance in relation to new organizational patterns in schools. It also includes a number of course outlines, recommendations, and lists of objectives for development and implementation of career guidance programs.

1156 The Career Educator. Donald P. Garner, editor. Eastern Illinois University, Charleston, Illinois, 1975.

An attempt to survey some of the ideas, approaches, and interests surrounding career education today. The first in a series of studies to be done on career education, it seeks to synthesize the work being done at Eastern Illinois University and other places.

1157 Readings in Values Clarification. Sidney B. Simon and Howard Kirschenbaum, editors. Winston Press, Incorporated, Minneapolis, Minnesota, 1973.

Thirty-eight articles make up this collection of works dealing with the teaching of values and the process of valuing. The values clarification process is described in the first section with Harmin, Simon, and Kirschenbaum articles presenting an overview of the approach. An article by John Holt takes a look at some of the specific values which seem to be present or absent in the schools and in society. The next several articles look at some other approaches to valuing, such as the Phenix and Kohlberg systems which view valuing primarily as a cognitive task. In a short interview, Kohlberg and Simon exchange views on how each other's work related to his own. The Roger's article views valuing as primarily an emotional process with incidental rational overlays. Rokeach, taking a different track, explores the relationship between certain cognitive valuing exercises and changes in the students. The section ends with a Kirschenbaum essay, which offers some criticism of traditional values clarification, saying it should be integrated with the other approaches to humanistic education. ($5.95)

1158 The Career Educator. Volume 2. Donald P. Garner, editor. Eastern Illinois University, Charleston, Illinois, 1976.

This hard-cover volume is a sequel to an earlier book entitled, The Career Educator (Volume 1). The intent of the

The Career Educator (Continued)

earlier book was to glean ideas from a wide range of authors' experiences and knowledge--ideas useful in acknowledging the need to train career educators who can create nontraditional curricular as two-way bridges between the campus and actual experience. Volume 2 has been designed to underscore and emphasize the thoughts of Volume 1 and to project those ideas and others into the future even into four parts. Part I, "The Planner," contains ideas for integrating career education into every subject area as well as establishing a link between them. Part II, "The Teacher," deals with how implementation might best be accomplished by school personnel. The primary target of change, "The Student," is discussed in Part III which helps to dispute the stereotyped concept of the word "student."

1159 Career Education: Contributions to an Evolving Concept. Kenneth B. Hoyt. Olympus Publishing Company, Salt Lake City, Utah, 1975.

A selection of speeches, articles, and papers written by Dr. Hoyt which provide an overview of his approaches to the concepts, institutions, practices, and beneficiaries of the career education movement. They are organized into four groups covering (1) the stages in the development of career education concepts, (2) advice to various groups connected with career education, (3) challenges directed at the education system, and (4) the future of the career education movement. ($9.95)

1160 Directions in Career Education: Questions People Ask About Education and Work. Nancy Bridgeford, Marilyn Clark, and Larry McClure. U. S. Department of Health, Education and Welfare, Washington, D. C., 1977.

This book deals with some of the questions career educators usually face. There are two groups of questions. "Where are we heading?" and "How will we get there?" The first deals with some of the issues that need to be kept in mind as programs are being developed. The second, more operations oriented, is the concerns that affect the day-to-day delivery of career education. The largest portion of this guide features the abstracts or summary descriptions of some of the contracts and grants managed by NIE related to career education since 1972.

1161 Essays on Career Education. Larry McClure and Carolyn Buan, editors. Northwest Regional Educational Laboratory, Portland, Oregon.

A series of essays by a panel of critics assembled to assist the Office of Education in defining the concepts of career education. General topic areas include: laying a foundation, building a framework, satisfying the consumers' needs, and redesigning the systems. Essayists range from student to educational philosopher to economist.

1162 Career Education: A Priority of the Chief State School Officers. David L. Jesser. Olympus Publishing Company, Salt Lake City, Utah, 1976.

This volume is a selected summary of the reports of a year-long study which sought to develop recommendations concerning: (1) the concepts of career education, (2) identification of appropriate elements of career education, (3) developments and adaptations of curriculum materials for career education, and (4) methods of state-level organization and leaderships of career education programs. This book provides two vital pieces of information concerning the career education movement. First, it indicates the supporting position taken by the Chief State School Officers concerning career education. Second, it provides a valuable summary of the various kinds of programs currently being used by state school systems in order to bring the concepts of career education to the students.

1163 Career and Vocational Education in the 1980's: Toward a Process Approach. Larry J. Bailey. Southern Illinois University, Carbondale, Illinois, 1976.

This report is an attempt by Bailey to outline the meaning of "process education" and illustrate how career and vocational education might be incorporated in such a global paradigm. The latter part of the paper contains excerpts from a variety of scholars which complement the preliminary prospectus. The concepts discussed in the body of the paper, and the excerpts provided in the appendix, collectively represent a body of literature and an evolutionary trend that is too large and important to be ignored.

1164 Career Behavior of Special Groups. J. Steven Picou and Robert E. Campbell, editors. Charles E. Merrill Publishing Company, Columbus, Ohio, 1975.

An interdisciplinary approach to the conceptualization, description, and study of women, minority, and disabled workers is provided through this collection of writings on career behavior. Topics range from theoretical issues and alternatives, to special group and career behavior, to manpower methodology and policy. ($17.50)

1165 Career Education: A Handbook for Implementation. Office of Education, Washington, D. C., 1972.

This handbook seeks to provide answers to four questions:
1. What are the key concepts of career education?
2. Why is career education needed?
3. What are examples of career education in practice?
4. What are the appropriate strategies for implementation for a school system interested in the concept?

It has been prepared for use in connection with a series of conferences conducted throughout the nation, and accompanies a film which illustrates the concepts and a slide-tape presentation which summarizes USOE efforts at implementation.

1168 Career Education for Gifted and Talented Students. Kenneth B. Hoyt and Jean R. Hebeler, editors. Olympus Publishing Company, Salt Lake City, Utah, 1974.

Five basic areas of discussion are covered in this book including: (1) an overview of the current status of career education for the gifted and talented; (2) basic background information on the future of work, characteristics of gifted and talented students, and special career development problems of such students; (3) value considerations related to career education and the special needs of the gifted and talented students; (4) exemplary programs in career education for the gifted and talented; and (5) implications of career education for gifted and talented students, with attention to policy considerations, organization and administration of programs, and curriculum needs. ($8.95)

1169 Career Education Handbook for Rural School Administrators. Everett D. Edington and Howard K. Conley. Educational Resources Information Center/Clearinghouse on Rural Education and Small Schools, Las Cruces, New Mexico, 1973.

This handbook was developed to provide guidelines to assist the rural school administrator in planning and administering career education programs. Included in this handbook are suggested career education programs, sources of curriculum materials, possible routes of additional funding, evaluative criteria, a survey of existing programs, and an extensive bibliography.

1170 Career Education Survival Manual. Larry McClure. Olympus Publishing Company, Salt Lake City, Utah, 1975.

A guidebook for career educators and their friends, this handbook has been compiled for anyone who needs help separating and clarifying the many unfolding concepts and issues that surround career education in the 1970s. It is

Career Education Survival Manual (Continued)

written for anyone who wants a fast, general overview of what people say career education is and how they are going about doing it. Based on firsthand impressions of programs around the country, interviews with people, and reviews of written programs and their evaluations, this book can be viewed as a tool for building your own definition of what career education is or should be. ($2.95)

1171 Career Guidance for a New Age. Henry Borow, editor. Houghton Mifflin Company, Boston, Massachusetts, 1973.

This text resulted from a major project of the National Vocational Guidance Association. Written by eminent authorities in the field, it presents a comprehensive view of career guidance and its future. Carroll Miller, Donald Blocker, Martin Katz, Aaron Levenstein, Gardner Murphy, Lorraine Hansen, Henry Borow, John Krumboltz, Ronald Baker, Donald Super, and C. Gilbert Wrenn examine topics such as the origins of career guidance, the effects of social change, traditional and contemporary meanings of work, the need for new work incentives, and significant trends in career guidance. ($9.95)

1172 Career Guidance: Practice and Perspectives. Norman C. Gysbers, Harry N. Drier, Jr., and Earl J. Moore. Charles A. Jones Publishing Company, Worthington, Ohio, 1973.

The past, present, and future of career guidance is examined through this collection of stimulating, thought-provoking articles. Present practices based on new technology and techniques are viewed in light of historical antecedents, while future directions allow the reader to envision career guidance in different and provocative ways. ($10.60)

1173 Cross Discipline Planning. Gerard P. Antonellis and George B. James. Olympus Publishing Company, Salt Lake City, Utah, 1973.

Primarily aimed at secondary education, this booklet can be used as the basis for in-service sessions for implementing career education, or by anyone who recognizes the need for a more integrated approach by school faculty. By cross discipline planning which permits the various curriculum areas to interact and relate to each other in an organized way, the authors see this approach as one way to being career education. ($1.95)

1174 Resources: Recommendations for Adult Career Resources. S. Norman Feingold and others. B'Nai B'rith Career and Counseling Services, Washington, D. C., 1975.

The present volume is a compendium of career materials that may be used in adult education courses to help the interested adult student become more familiar with a wide range of careers. As a supplement to the original volume published one year earlier, this edition provides a new set of references, a separate section on audio-visual materials, and career and occupational descriptions encouraging to women and minority groups.

1175 The Systems Approach: An Emerging Behavioral Model for Career Guidance. Robert E. Campbell and others. Center for Vocational and Technical Education, Ohio State University, Columbus, Ohio, 1971.

Summarizes a procedural monograph which outlines a systems approach for designing guidance programs, reviewing innovative guidance methods, and recommending areas of further research.

1176 The Systems Approach: An Emerging Behavioral Model for Vocational Guidance. Robert E. Campbell and others. Center for Vocational and Technical Education, Ohio State University, Columbus, Ohio, 1971.

The primary purpose of this project was to develop a procedural model for improving vocational guidance programs in senior high schools. The model, based on the systems approach, (a) emphasizes student behavioral objectives, (b) gives alternative methods for accomplishing these objectives, (c) provides program evaluation strategies, and (d) incorporates guidelines for program change adjustments.

1177 Career Exploration and Planning, Teacher's Manual. Bruce Shertzer. Houghton Mifflin Company, Boston, Massachusetts, 1973.

Teacher's manual to accompany student text by the same name, see page 102.

1178 Find a Career in Education. Frances C. Smith. G. P. Putnam's Sons, New York, New York, 1960.

One book in a series of career guides for the high school and college student, this book explores the field of education as a possible career choice.

1179 Chronicle Occupational Briefs. Four volumes. Chronicle Guidance Publications, Incorporated, Moravia, New York, 1974.

Occupational information is provided for over 500 occupations in pamphlet form bound in four, three-ring binders. Each brief describes the work performed, training and education required, future outlook, and references for further reading. ($115.00)

Desk-Top Careers Kits. Careers, Incorporated, Largo, Florida.

These kits may be obtained according to career cluster, subject area, or educational level. Initial purchase includes an updating service for one year. Each career summary includes information regarding duties, working conditions, personal qualifications, education, earnings and hours, outlook, and where to write for further information.

1180 Business Careers Kit

1181 Desk-Top Careers Kit

1182 Health Careers Kit

1183 Industrial Careers Kit

1184 Science and Engineering Careers Kit

1185 Optimizing Planning Techniques for Career Guidance: 6 Case Studies. Janet Freichel and others. University of Illinois, Urbana-Champaign, Illinois, 1979.

This handbook is designed to illustrate how educational and community personnel used a specific planning model to initiate comprehensive career guidance program planning and implementation. It contains strategies, obstacles, and accomplishments of six sites with different program characteristics situated in diverse geographical areas.

1186 Selected Resources in Dissemination. Technical Assistance Base of the National Diffusion Network, Rochelle Park, New Jersey.

This book contains various resources relevant to career education efforts in dissemination. The materials are directly related to a series of workshops presented at the Continuing Education Conference.

1187 Legislating for Career Education: A Handbook for State Policy Makers. Career Education Project, Education Commission of the States, Denver, Colorado, 1979.

This report represents an effort to translate the views and objectives of the ECS Task Force on Career Education into legal provisions that are both comprehensive in their scope and practical.

1188 An Overview of State Career Education Laws. Career Education Project, Education Commission of the States, Denver, Colorado, 1979.

As an aid to individuals who are currently reviewing approaches to developing state career education legislation, existing legislation has been compiled and is included in this volume. Legislation is grouped in the categories of appropriations/resolutions, supportive, implementation, and education reform.

1189 Collaboration in State Career Education Policy Development: The Role of Business, Industry, and Labor. Career Education Project, Education Commission of the States, Denver, Colorado, 1979.

This report is based on information received from a survey sent to individuals across the country. It contains the perceptions of state career education officials and business/industry and labor representatives regarding collaboration in the development of state policies and plans for career education.

1190 Career Education: The Policies and Priorities of Businesses, Organizations and Agencies. Career Education Project, Education Commission of the States, Denver, Colorado, 1979.

This report indicates why such diverse elements as business, labor, political parties, taxpayers, educators, students, and parents have been attracted to career education. It should be of help to businesses and organizations in developing formal policy statements and to state officials who wish to encourage business, industry and labor involvement.

1191 Career Education: A Bibliography of Research Studies and Programs for Handicapped Americans. A. Marie Egbert. National Technical Institute for the Deaf, 1979.

The attempt here is to provide the reader with beginning knowledge and usable and/or adaptable materials dealing with career education for the handicapped. Topics deal

with infusion, philosophy, future goals and objectives, and future barriers.

1192 NOICC-Related Activities: A Review of Federal Programs. National Occupational Information Coordinating Committee. Department of Health, Education and Welfare, Washington, D. C., 1979.

This publication is the committee's result of an effort to improve coordination, cooperation and communication in the development of an occupational information system at the national and local levels. It includes information on federal programs which gather, analyze, and disseminate occupational and career information.

1195 Programs to Combat Stereotyping in Career Choice. American Institutes for Research, Palo Alto, California, 1980.

Covering the areas of sexual, racial, and handicapped stereotyping, this book describes programs developed to combat these problems. For each program information is given regarding goals, target population, background and development, staffing and management, activities and materials, cost, suggestions for replication, and contact persons. Also included are activities with reproducible pages which can be used in the classroom.

1196 Exploring Careers. U. S. Bureau of Labor Statistics, Washington, D. C., 1979.

Exploring Careers is a career education resource for junior high/middle school students. It includes essays, questionnaires, and games which provide information to help the reader assess his or her interests and talents in order to make career choices.

Can of Squirms. Contemporary Drama Service, Downers Grove, Illinois, 1971.

Can of Squirms is a role-playing game designed to make it easy for players to say what they feel and feel what they say. It encourages peer-group teaching. Games are designated for specific age levels or situations.

1197 Elementary Primary ($8.50)

1198 Grade School Intermediate ($8.50)

1199 Junior High ($8.50)

1200 Teenage Sex Education ($8.50)

How to Read Your Electric Meter (Continued)

the meter reading exercise, there are pamphlets dealing with such subjects as air conditioning and home energy-saving tips.

Real People at Work. Changing Times Education Service, Washington, D. C., 1974.

For description of other grade levels see page 21.

1215 Grade 1 - Reinforces task performance and child-parent-teacher communication begun in kindergarten. Makes the child aware that there are many different occupations in the world of work. Seeks to develop a foundation for wholesome attitudes toward society and workers at all levels of skill and knowledge. Stresses to the child that many of the things done in the world of work are also done at school or at home. ($295.00)

1216 Grade 4 - Emphasizes that there are many different careers and different people vary in abilities, interests, attitudes and values. Stresses that teamwork is often important in getting work done. Attention is given to the fact that there are many kinds of tools and equipment used in the functions of different careers. The students will realize that they have special talents that can be identified and that things learned in school are useful in work situations. ($345.00)

1217 Grade 2 - Designed to expand the student's awareness of different careers and to help the student identify with careers that appeal to him. Emphasis is given toward building respect for work and workers making varied contributions to society. Materials are designed to show that people can be happy with their work and that personal satisfaction can be derived from doing work well. ($345.00)

1218 Careers. Navy Recruiting Command, Washington, D. C., 1980.

Careers is intended to help create a better understanding of Navy occupations, education, educational opportunities, and lifestyles.

1219 Why Am I Afraid to Tell You Who I Am?. Argus Communications, Niles, Illinois, 1972.

This filmstrip is adapted from the best-selling book of the same name. By caricaturing role players and their idiosyncrasies, it helps viewers recognize the classic poses which we use to hide our real selves from others. ($40.00)

1226 Argus Posters. Argus Communications, Niles, Illinois.

Twenty-five posters with captions that range from humorous to thoughtfully serious are available for display.

1227 Communicating Successful Career Education Methods and Procedures in Rural American K-12 Settings. Career Education Project, Cashmere, Washington, 1977.

Sound/slide program to accompany booklet by same name, see page 64.

Career Alternatives for Handicapped Children Project. Gregory Muenster, program director. Special School District of St. Louis County, St. Louis, Missouri.

These curriculum guides are designed to assist teachers of special needs students in acquiring personal development and pre-vocational skills. Objectives, activities, and resources are included.

(1150) A Resource Guide for SH Teachers

1228 Classroom Use of "Movin' On": A Resource Guide for Young Adults

1229 A Competency Based Career Education Program for Behavior Disorder and Learning Disabled Students

1230 A Competency Based Career Exploration--Preparation and Job Placement Program for Behavior Disorder and Learning Disabled Students

1231 Custodial Training Program for Severely Handicapped Students

1232 Dining Room Training Program for Severely Handicapped Students

1233 Food Service Program for Severely Handicapped Students

1234 Industrial Arts Guide for Hearing Impaired Students

1235 Orientation to the World of Work in Home Economic Related Occupations

1236 Prerequisite Skill Guides for Vocational Technical High Schools

1237 Pre-Vocational Assembly Tasks for Severely Handicapped Students

1238 Resource and Activity Guide for Personal-Social Learning

1239 Work Experience Exploration Guide

1240 Career Education--Learning With a Purpose. State Fair Community College, Sedalia, Missouri.

Thirteen curriculum guides comprise this set of materials resulting from the Career Education Project at State Fair Community College. The guides are organized by grade levels: Elementary K-2, 3-4, 5-6; Junior High 7-9; and Secondary. At the junior high level the guides are also divided into basic subject areas of English, math, science, and social studies. Each guide contains activities, listings of A-V materials, sources of career and occupational information, and field trip sites and guest speakers.

1241 Experience-Based Career Education. Applachia Educational Laboratory, Charleston, West Virginia, 1976.

The Experience-Based Career Education Program is designed to provide high school students an alternative to the traditional program of learning. Students gain experience in a variety of job settings while earning credits needed for graduation. Manuals for the development and implementation of this program are included along with basic information regarding the role and scope of E.B.C.E.

Rural Illinois Career Education (RICE). Illinois Office of Education, Springfield, Illinois, 1976.

RICE serves to involve teachers in the integration of career education into the individual instructional program. These materials will aid in the planning and development of a career education program. Titles include:

1242 Career Education Service Center Prototype

1243 Community Resources in a Rural Career Education Program

1244 How to Make Initial Contact: Five Approaches to Making the Initial Contact of School Staffs in Infusing Career Education into the Classroom

1245 Human Resources Talent Pool for Career Education

1246 Integrating Career Clusters into Subject Areas K-12

1247 Model for a One-Day Career Education Conference

1248 Resource Directory--Human

1249 Resource Directory--Materials

1250 Refining the Career Education Concept, Part 4. Kenneth B. Hoyt.

For description, see Monographs on Career Education, page 90.

1251 Cipher in the Snow. Brigham Young University, Provo, Utah, 1972.

Cliff Evans dies mysteriously. A teacher at his school is assigned to contact Cliff's family and to write his obituary. In the process of doing so, he discovers the details of Cliff's tragic life that lead to his death. In flashback form the audience learns that an apparently normal Cliff cannot understand his parents' divorce and has no one with whom he can discuss the situation. He becomes more introverted and is labeled a slow learner, low achiever, unmotivated, and dull. As his presence becomes nonexistent to family, peers, and teachers, he loses his will to live. ($265.00)

1252 Johnny Lingo: Building Self-Worth in Others. Brigham Young University, Provo, Utah, 1979.

Johnny Lingo, considered by all to be the shrewdest trader in the islands, comes to the village to take a wife. To the amazement of the villagers he prepares to bargain for Mahana, a girl whose father, Moki, calls homely and dumb. People think Johnny wants Mahana because her father will be so happy to be rid of her that he will not charge anything. Although he doesn't expect it, Moki asks for three cows, and the villagers laugh. To the astonishment of all, Johnny says three cows are not enough for Mahana, he will pay eight cows for her. After the eight cows are delivered the couple leaves for several months. When they return the villagers are amazed at the transformation in Mahana. She has become the wife that Johnny paid for.

1253 Worth of a Child. Brigham Young University, Provo, Utah, 1977.

This film may be used in teacher-training classes or with personnel who will be working with special needs students. It focuses on the qualities needed in working with special needs students and how to handle difficult questions that may arise from students when a student is mainstreamed in the classroom. ($265.00)

1254 Johnny Baker's Last Race. Brigham Young University, Provo, Utah, 1976.

This is the true story of a record-breaking track star who turns elementary school coach and discovers he needs an operation to remove a tumor. As he contemplates suicide he recalls the advice he gave one of his students, "You're never beat till you quit." After the operation Johnny learns the cancer has been with him from birth and that he only has a few months to live. Determined to do the most with what time he has left, Johnny devotes his life to his

Johnny Baker's Last Race (Continued)

students, giving them love, attention, and encouragement. Students lacking in self-esteem are given new hope through Johnny's efforts. Johnny dies but his spirit lives on in the lives of those students he touched. Have the hankies ready on this one!

1256 Our Glass House. U. S. Department of Health, Education and Welfare, Washington, D. C., 1975.

This film discusses the severity of the drop-out problem and the obstacles within the educational system to dealing with it. As more and more students drop out, teachers, parents, board members, and administrators haggle over whether there is a problem, who should deal with it, how it should be dealt with, or whether it should be dealt with at all.

The Fascinating World of Work; Career Awareness Series. National Career Consultants, Incorporated, Richardson, Texas, 1979.

For further information see page 46.

1257 Contents include: How to Explore the Fascinating World of Work; Forestry; Real Estate Agents; Welding; Electrical Engineering; Radio/TV Repair; Brick/Stone Mason. ($180.00)

1258 Contents include: Architects; Physicians' Assistants; Cooks/Chefs; Home Economists; Travel Agents; Radio/TV Repair. ($180.00)

1259 Contents include: Pharmacists; Interior Designer; Postal Workers; Geologists; Dental Hygienists; Air Conditioning/ Refrigerator Technicians. ($180.00)

Partners in Career Education. Elvis Arterbury, project director. Partners in Career Education, Arlington, Texas, 1977.

This series of publications consists of five guides which describe how a school district may initiate or enhance a career education program and six manuals which contain examples of how career education concepts can be infused into ongoing curriculum topics. Titles are:

1260 Administrator's Career Education Implementation Guide. Contains descriptive information about the various components of a system for implementing career education, how the components are related and how they may be utilized to initiate or to enhance a program.

Partners in Career Education (Continued)

1261 Matrix of Basic Learner Outcomes for Career Education. Distributes 177 basic learner outcomes throughout the K-12 curriculum identifying the grades and subjects where student activities designed to develop the behavior described by each outcome may be appropriately conducted.

1262 Career Education Workshop Participant's Guide. Contains activities and materials needed by each individual participating in the workshop situations described in the Workshop Leader's Guide and supplemental information about career education which may be duplicated for workshop and/or classroom use.

1263 Needs Assessment and Evaluation Guide for Career Education. Describes methodologies for the assessment of career education needs and for evaluation of implementation processes and program products. Includes sample forms and test instruments for community surveys and student measurement.

1264 Career Education Workshop Leader's Guide. Describes proven methods and techniques for training classroom teachers to infuse the career education concepts described by the basic learner outcomes into their ongoing curriculum topics.

Teacher-Developed Infused Curriculum Modules:

1265 Career Education Grades K-3 All Subjects

1266 Career Education Grades 4-6 All Subjects

1267 Career Education Grades 7-12 Social Studies

1268 Career Education Grades 7-12 Language Arts/English

1269 Career Education Grades 7-12 Science and Mathematics

1270 Career Education Grades 7-12 Physical Education and Health, Fine Arts, Vocational Education

1271 Bias (A 4-Letter Word). Shepard and Claire Menken. Malibu Films, Incorporated, Malibu, California, 1976.

This film discusses ways in which we are biased and offers suggestions for ending it. It looks at the generation gap, the war between the sexes, the differences in physical characteristics, and racial differences. A guide is included which offers questions for discussion.

1272 The Reunion: Vocational Education in Missouri. KETC-TV, St. Louis, Missouri, 1975.

Vocational-technical programs have become as broad as the society they serve. By looking at the Smith family we see some of the vocational and technical opportunities available in Missouri from the career education programs in elementary schools to the adult night courses in community colleges and area vocational schools.

1273 You Pack Your Own Chute. Ramic Productions, Newport Beach, California, 1972.

To emphasize and dramatize that unrealistic fears and faulty assumptions are the greatest barriers to success, Eden Ryl--a non-swimmer--parachutes into the Pacific Ocean. This film records that event and discusses behavior, assumptions, fears, and how to take control of our own lives. It would be suitable to show to leadership training, employee education, in-service training, and rehabilitation groups. A guide accompanies the film.

1274 The Trophy Case. Brigham Young University, Provo, Utah, 1979.

The Trophy Case, an excellent film, shows the classic confrontation between a parent and child. After a boy gets into trouble with the law, his father lectures him about not trying hard enough and accuses him of being a quitter. The boy then accuses the father of using him to achieve the athletic feats the father could never attain. The conflict in communication worsens and the boy leaves home to work in a stable. The film has an open ending making it an excellent discussion tool for adolescents and adults.

1275 Elaine Dart: Not Like Other People. Brigham Young University, Provo, Utah, 1976.

Elaine was born with a birth defect leaving her with coordination only in her feet. Despite what others would call a handicap, Elaine can type, thread a needle and sew, paint, and work a combination lock.

1276 A New Day is Dawning. James V. Sandrin. Missouri Southern State College, Joplin, Missouri, 1979.

This filmstrip program outlines the pre-service individually guided education program developed by Missouri Southern State College. The major goal of the program is staff development for the purpose of portraying positive role models for teacher education candidates.

Career Education Resource Materials
Elementary

Career Education Resource Materials
Junior High

Career Education Resource Materials
Senior High

Career Education Resource Materials
Professional

Career Education Resource Materials
Stereotyping

Career Education Resource Materials
Special Needs

Career Education Resource Materials
Titles and Annotations

Publishers of
Career Education Materials

PUBLISHERS OF CAREER EDUCATION MATERIALS

- A -

Abingdon Press
201 Eighth Avenue South
Nashville, Tennessee 37202

ABLE Model Program
Northern Illinois University
DeKalb, Illinois 60115

Abt Associates
55 Wheeler Street
Cambridge, Massachusetts 02138

Academic Games Associates
3505 North Charles Street
Baltimore, Maryland 21218

Accounting Career Council
Distribution Center
College of Business Administration
Notre Dame, Indiana 46556

Acoustifone Corporation
7428 Bellaire
North Hollywood, California 91605

Activity Records, Inc.
1937 Grand Avenue
Baldwin, New York 11510

Addison Wesley Publishing Company, Inc.
Jacob Way
Reading, Massachusetts 01867

AFL-CIO Film Division
815 Sixteenth Street N.W.
Washington, D.C. 20006

Agathon Press Inc.
15 East 26th Street
New York, New York 10010

Agency for Instructional Television
Box A
Bloomington, Indiana 47401

AIMS Instructional Media Services
P. O. Box 1010
Hollywood, California 90028

Allied Education Council
Box 78
Galien, Michigan 49113

Allyn and Bacon, Inc.
470 Atlantic Avenue
Boston, Massachusetts 02210

American Association for the Advancement of Science
1515 Massachusetts Avenue N.W.
Washington, D.C. 20005

American Association for Health, Physical Education and Recreation
1201 Sixteenth Street N.W.
Washington, D.C. 20036

American Association of University Women
Educational Center
2401 Virginia Avenue N.W.
Washington, D.C. 20037

American Book Company
7625 Empire Drive
Florence, Kentucky 41042

The American College Testing Program
Box 168
Iowa City, Iowa 52240

American Council on Education
One DuPont Circle
Washington, D.C. 20036

American Dairy Association
6300 North River Road
Rosemont, Illinois 60018

American Guidance Service
Publishers Building
Circle Pines, Minnesota 55014

American Hospital Association
Film Library
840 North Lake Shore Drive
Chicago, Illinois 60611

American Institute of
Architects
1735 New York Avenue N.W.
Washington, D.C. 20006

American Institute of
Biological Sciences, Inc.
1401 Wilson Boulevard
Arlington, Virginia 22209

American Learning Systems, Inc.
Box 2173
Columbus, Georgia 31902

American Legion National
Headquarters
Box 1055
Indianapolis, Indiana 46206

American Publishers
1024 West Washington Boulevard
Chicago, Illinois 60607

American Telephone and
Telegraph
195 Broadway
New York, New York 10002

American Vocational Asso-
ciation
2020 North 14th Street
Arlington, Virginia 22201

Appalachia Educational
Laboratory
1031 Quarrier Street
Charleston, West Virginia
25301

Appleton-Century-Crofts
292 Madison Avenue
New York, New York 10017

Arco Publishing Company
219 Park Avenue South
New York, New York 10003

Argus Communications
7440 Natchez Avenue
Niles, Illinois 60648

Argus Films
Distributors of Churchill and
Wexler Film Productions
801 North Seward Street
Los Angeles, California 90000

Arizona Department of Education
1535 West Jefferson
Phoenix, Arizona 85007

Arkansas Department of Educa-
tion
Little Rock, Arkansas

Armed Forces Vocational
Testing Group
RDX
Universal City, Texas 78148

Associated Film Service
3419 West Magnolia Boulevard
Burbank, California 91505

Association for Educational
Communications & Technology
1126 Sixteenth Street N.W.
Washington, D.C. 20036

Association-Sterling Films,
Inc.
866 Third Avenue
New York, New York 10022

Atheneum
122 East 42nd Street
New York, New York 10017

Audio Visual Center
Washington State University
Pullman, Washington 99163

Aviation Book Company
1640 Victory Boulevard
Glendale, California 91201

Avid Corporation
Instructional Systems Division
Ten Tripps Lane
East Providence, Rhode Island
02914

- B -

Baker and Taylor
Gladiola Avenue, Box 230
Momence, Illinois 60945

Bandelier Films, Inc.
1837 Lomas Boulevard N.W.
Albuquerque, New Mexico 87107

Bantam Books, Inc.
666 Fifth Avenue
New York, New York 10019

Barnes and Noble
10 East 53rd Street
New York, New York 10022

Barr Films
P. O. Box 7C
Pasadena, California 91104

Barron's Educational Series, Inc.
113 Crossways Park Drive
Woodbury, New York 11797

Basic Books, Inc.
10 East 53rd Street
New York, New York 10022

Beckley-Cardy Company
1900 North Narragansett Avenue
Chicago, Illinois 60639

Behavioral Consultants
312 Atlas Building
Salt Lake City, Utah 84111

Behavioral Publications, Inc.
2852 Broadway
Morningside Heights, New York 10025

Benefic Press
1900 North Narragansett Avenue
Chicago, Illinois 60639

Beneficial Management Corp.
200 South Street
Morristown, New Jersey 17960

Bennett, Charles A.
809 West Detweiller Drive
Peoria, Illinois 61615

Bete, Channing L., Company Inc.
45 Federal Street
Greenfield, Massachusetts 01301

Better Business Bureaus, Council of
1150 Seventeenth Street N.W.
Washington, D.C. 20036

BFA Educational Media
2211 Michigan Avenue, Box 1795
Santa Monica, California 90404

BHQ Careers
Allegheny International Intermediate Unit
2 Allegheny Center, Suite 1300
Pittsburgh, Pennsylvania 15212

B'nai B'rith Vocational Services
1640 Rhode Island Avenue N.W.
Washington, D.C. 20036

Bobbs-Merrill Company
4300 West 62nd Street
Indianapolis, Indiana 46208

Boston University
765 Commonwealth Avenue
Boston, Massachusetts 02215

Bowmar/Noble Publishers, Inc.
4563 Colorado Boulevard
Los Angeles, California 90039

Bowmar Records and Publishing
622 Rodier Drive
Glendale, California 91207

Brigham Young University
Media Marketing, W-STAD
Provo, Utah 84602

Brown, Wm. C., Company
2460 Kerper Boulevard
Dubuque, Iowa 52001

Bruce, Martin M., Publishers
Box 228
New Rochelle, New York 10804

Bruning Division
Addressograph Multigraph Corp.
Walden Office Square
Schaumburg, Illinois 60196

Bunting and Lyon, Inc.
238 North Main Street
Wallingford, Connecticut 06492

Bureau of Audio Visual Instruction
1327 University Avenue
P. O. Box 2093
Madison, Wisconsin 53701

Bureau of the Census
U. S. Government Printing Office
Washington, D.C. 20233

Bureau of Labor Statistics
341 Ninth Avenue
New York, New York 10001

Butterick Publishing
708 Third Avenue
New York, New York 10017

- C -

California Learning Simulations
750 Lurline Drive
Foster City, California 94404

California State Department of Education
Box 271
Sacramento, California 95802

Calvin Productions
1105 Truman Road
Kansas City, Missouri 64108

Camelot Publishing Co.
Box 1357
Ormond Beach, Florida 32074

Career Aids, Inc.
8950 Lurline Avenue
Department G82
Chatsworth, California 91311

Career Blazers Agency, Inc.
500 Fifth Avenue
New York, New York 10036

Career Guidance Media
P. O. Box 3422
Alexandria, Virginia 22302

Career Information Service
Southeastern Regional Vocational Technical School
250 Foundry Street
South Easton, Massachusetts 02375

Career Institute, Inc.
Division of Singer Communications Corp.
1500 Cardinal Drive
Little Falls, New Jersey 07424

Career Planning Center
Placement Services
3200 Student Activities Bldg.
University of Michigan
Ann Arbor, Michigan 48104

Career Publishing Inc.
924 North Main Street
Box 5486
Orange, California 92667

Career Seminars
260 California Street
San Francisco, California 94111

Careers, Incorporated
1211 Tenth Street S.W.
P. O. Box 135
Largo, Florida 33540

Carkhuff Associates, Inc.
Box 863
Amherst, Massachusetts 01002

Carousel Films Incorporated
1501 Broadway
New York, New York 10036

Carroll Press
43 Squantum Street
Box 8113
Cranston, Rhode Island 02920

Catalyst
14 East 60th Street
New York, New York 10028

CCM Films
866 Third Avenue
New York, New York 10022

Center for Educational Studies
Eastern Illinois University
Charleston, Illinois 61920

The Center for Humanities, Inc.
Communications Park
Box 100
White Plains, New York 10602

The Center for Occupational Education
North Carolina State University
Raleigh, North Carolina 27607

Central Michigan University
Mt. Pleasant, Michigan 48859

Centron Educational Films
1621 West 9th Street
Box 687
Lawrence, Kansas 66044

Century Communications Inc.
5520 West Touhy, Suite G
Skokie, Illinois 60077

Chamber of Commerce of the United States
1615 H Street N.W.
Washington, D.C. 20062

Change Magazine
211 West 61st Street
New York, New York 10023

Changing Times Educational Services
1729 H Street N.W.
Washington, D.C. 20006

Children's Press
1224 West Van Buren Street
Chicago, Illinois 60607

Child's Play
226 Atlantic Avenue
Brooklyn, New York 11201

Chilton Book Company
Chilton Way
Radnor, Pennsylvania 19089

Choosing Your Career
137 Rowayton Avenue
Rowayton, Connecticut 06853

Chronicle Books
870 Market Street
San Francisco, California 94102

Chronicle Guidance Publishers
Box 271
Moravia, New York 13118

Churchill Films
662 North Robertson Boulevard
Los Angeles, California 90069

Clark, Charles W., Company, Incorporated
564 Smith Street
Farmingdale, New York 11735

Classroom Film Distributors
5610 Hollywood Boulevard
Hollywood, California 90028

College Board
888 Seventh Avenue
New York, New York 10019

College Board Film Library
College Entrance Examination Board
475 Riverside Drive
New York, New York 10027

College Entrance Examination Board
888 Seventh Avenue
New York, New York 10019

College Placement Council
Box 2263
Bethlehem, Pennsylvania 18001

Community Psychological Consultants, Inc.
1740 Gulf Drive
St. Louis, Missouri 63130

Continental Press
Elizabethtown, Pennsylvania 17022

Cook, David C., Publishers
850 North Grove Avenue
Elgin, Illinois 60120

Coronet Films
65 East South Water Street
Chicago, Illinois 60601

Council for Basic Education
725 Fifteenth Street
Washington, D.C. 20005

Council for Exceptional Children
1920 Association Drive
Reston, Virginia 22091

Coward, McCann and Geoghegan
200 Madison Avenue
New York, New York 10016

Creative Services
Box 5162
Carmel, California 93921

Creative Visuals
Box 310E
Big Spring, Texas 79720

Curriculum Filmstrips
1319 Vine Street
Philadelphia, Pennsylvania 19017

Curriculum Innovations, Inc.
501 Lake Forest Avenue
Highwood, Illinois 60040

Curriculum Publications Clearinghouse
Western Illinois University
76-B Horrabin Hall
Macomb, Illinois 61455

- D -

Delacorte Press
1 Dag Hammarskjold Plaza
245 East 47th Street
New York, New York 10017

Dell Publishing Company, Inc.
1 Dag Hammarskjold Plaza
245 East 47th Street
New York, New York 10017

Delmar Publishers
50 Wolf Road
Albany, New York 12205

Denison, T. S., and Company
9601 Newton Avenue, South
Minneapolis, Minnesota 55431

Denoyer-Geppert
5235 Ravenswood Avenue
Chicago, Illinois 60640

Detroit Visual Education Consultants
Detroit, Michigan 48200

The Dial Press
1 Dag Hammarskjold Plaza
245 East 47th Street
New York, New York 10017

Dibie Dash Productions
4949 Hollywood Boulevard, Suite 217
Hollywood, California 90027

Dillon Press
500 South 3rd Street
Minneapolis, Minnesota 55415

Disney, Walt, Films
500 South Buena Vista Street
Burbank, California 91521

Division of Health Film Library
P. O. Box 309
Madison, Wisconsin 53701

Dodd, Mead and Company
79 Madison Avenue
New York, New York 10016

Doubleday and Company
School Library Division
501 Franklin Avenue
Garden City, New York 11530

Du Art Film Laboratories
245 West 55th Street
New York, New York 10019

Dukane Corporation
Audio Visual Division
2900 Dukane Drive
St. Charles, Illinois 60174

Dutton, E. P., and Company
2 Park Avenue
New York, New York 10016

— E —

EDITS Publishers
Box 7234
San Diego, California 92107

Education Achievement Corp.
101 Lake Air East
Box 7310
Waco, Texas 76710

Education Research Associates
Box 767
Amherst, Massachusetts 01002

Educational Activities Inc.
1937 Grand Avenue
Baldwin, New York 11510

Educational Design, Inc.
47 West 13th Street
New York, New York 10011

Educational Development Corp.
4235-T South Memorial Drive
Tulsa, Oklahoma 74145

Educational Directories, Inc.
P. O. Box 199
Mount Prospect, Illinois 60056

Educational Horizons Press
Box 751
Melville, New York 11746

Educational Media Associates
P. O. Box 402
Peru, Illinois 61354

Educational Media Corporation
180 East 6th Street
St. Paul, Minnesota 55101

Educational Products Division
P. O. Box 4762
Clinton, Iowa 52732

Educational Projections Co.
Box 50276
Jacksonville Beach, Florida
32250

Educational Reading Service
320 Route 17
Mahwah, New Jersey 07430

Educational Record Sales
157 Chambers Street
New York, New York 10007

Educational Research Corp.
380 Green Street
Cambridge, Massachusetts 02139

Educational Resources, Inc.
P. O. Box 353, Old Chelsea
Station
New York, New York 10011

Educational Systems for Industry
The K.D.I. Corporation
4933 Auburn Avenue
Bethesda, Maryland 20014

Educational Testing Service
20 Nassau Street
Princeton, New Jersey 08540

Educators Progress Service, Inc.
214 Center Street
Randolph, Wisconsin 53956

Educon, Inc.
501 North Ferncreek Avenue
Orlando, Florida 32803

Encyclopaedia Britannica
425 North Michigan Avenue
Chicago, Illinois 60611

Engineering Foundation
Taylor Hall, 159
University of Texas
Austin, Texas 78700

EPIE Institute
463 West Street
New York, New York 10014

ERIC Clearinghouse on
Career Education
Northern Illinois University
DeKalb, Illinois 60115

ERIC Clearinghouse on Counseling and Personnel Services
611 Church Street
Ann Arbor, Michigan 48104

ERIC Clearinghouse on Vocational and Technical Education
Ohio State University
1900 Kenny Road
Columbus, Ohio 43210

Eye Gate House, Inc.
146-01 Archer Avenue
Jamaica, New York 11435

- F -

Fairchild Books and Visuals
7 East 12th Street
New York, New York 10003

Far West Laboratory
1855 Folsam Street
San Francisco, California 94103

Farm Film Foundation
1425 M Street N.W.
Washington, D.C. 20005

Farrar, Straus and Giroux
19 Union Square West
New York, New York 10003

Fearon Publishers/Lear
Siegler, Inc.
6 Davis Drive
Belmont, California 94002

The Feminist Press
Box 334
Old Westbury, New York 11560

Ferguson, J. G., Company
111 East Wacker Drive, Suite 500
Chicago, Illinois 60601

Fidelity Products Company
705 Pennsylvania Avenue South
Minneapolis, Minnesota 55426

Field Enterprises Educational
Corporation
School and Library Service
510 Merchandise Mart Plaza
Chicago, Illinois 60654

Films Associates of California
11559 Santa Monica Boulevard
Los Angeles, California 90025

Films Incorporated
1144 Wilmette Avenue
Wilmette, Illinois 60091

Finney Company
3350 Gorham Avenue
Minneapolis, Minnesota 55426

Fleetwood Films
34 McQuestion Parkway South
Mount Vernon, New York 10550

Follett Publishing Company
1010 West Washington Boulevard
Chicago, Illinois 60607

Franklin Watts, Inc.
845 Third Avenue
New York, New York 10022

The Free Press
866 Third Avenue
New York, New York 10022

- G -

Garrett Park Press
Garrett Park, Maryland 20766

General Electric
Educational Relations Service
1 River Road
Schenectady, New York 12300

General Learning Corporation
250 James Street
Morristown, New Jersey 07960

Ginn and Company
191 Spring Street
Lexington, Massachusetts 02173

Girl Scouts, Incorporated
Visual Aids Service
830 Third Avenue
New York, New York 10022

Glencoe Publishing Co., Inc.
17337 Ventura Boulevard
Encino, California 91316

Globe Filmstrips
Room 2400
65 East South Water Street
Chicago, Illinois 60601

Goodrich, B. F., Company
500 South Main Street
Akron, Ohio 44318

Graphic Arts Technical Foundation, Inc.
Education Council-Technical Center
4615 Forbes Avenue
Pittsburgh, Pennsylvania 15213

Great Plains National Instructional Television Library
P. O. Box 80669
Lincoln, Nebraska 68501

Grosset and Dunlap, Inc.
51 Madison Avenue
New York, New York 10010

The Gryphon Press
220 Montgomery Street
Highland Park, New Jersey 08904

Guidance Associates
Communications Park
Box 300
White Plains, New York 10602

- H -

Hadley, R. G., Company
Box 5306
Salem, Oregon 97304

Hale, E. M.
1201 South Hasting Way
Eau Claire, Wisconsin 54701

Harcourt, Brace and Jovanovich, Incorporated
757 Third Avenue
New York, New York 10017

Harper and Row Publishers
10 East 53rd Street
New York, New York 10022

Harvard University Press
79 Garden Street
Cambridge, Massachusetts 02138

Harvest Educational Labs
Pelham Street
Newport, Rhode Island 02840

Harvey House, Inc.
20 Waterside Plaza
New York, New York 10010

Hawaii Department of Education
Office of Instructional Services
Honolulu, Hawaii 96804

Hawthorn Books, Incorporated
260 Madison Avenue
New York, New York 10016

Hayden Book Company, Inc.
50 Essex Street
Rochelle Park, New Jersey 07662

Highlights for Children, Inc.
2300 West 5th Avenue
Columbus, Ohio 43216

Hitachi
Midwestern Regional Office
1400 Morse Avenue
Elk Grove Village, Illinois 60007

Hoffman Occupational Learning System
3613 Robin Lane
Hopkins, Minnesota 55343

Holt, Rinehart and Winston, Incorporated
383 Madison Avenue
New York, New York 10017

Houghton Mifflin Company
2 Park Street
Boston, Massachusetts 02107

Household Finance Corporation
2700 Sanders Road
Prospect Heights, Illinois 60070

Human Development Training Institute
Department A
7574 University Avenue
LaMesa, California 92041

Human Policy Press
Box 127, University Station
Syracuse, New York 13210

Human Resource Development Press
Box 863
Amherst, Massachusetts 01002

Human Sciences Press
72 Fifth Avenue
New York, New York 10011

Humanities Press, Inc.
Atlantic Highlands, New Jersey 07716

- I -

Ideal Pictures
34 MacQuesten Parkway South
Mount Vernon, New York 10550

Imperial Productions
P. O. Box 548
Kankakee, Illinois 60901

Incentive Publications, Inc.
Box 120189
Nashville, Tennessee 37212

Indiana Employment Security Division
Indiana State Employment Service
10 North Senate Avenue
Indianapolis, Indiana 46204

Indiana State Board of Vocational and Technical Education
401 Illinois Building, 4th Floor
17 West Main Street
Indianapolis, Indiana 46204

Indiana University
Audio Visual Center
Bloomington, Indiana 47401

Information Resources Press
2100 M Street N.W.
Washington, D.C. 20037

Institute for Development of Educational Activities
P. O. Box 446
Melbourne, Florida 32901

Instruction Media Company
P. O. Box 185
Green Lake, Wisconsin 54941

Instructional Dynamics, Inc.
166 East Superior Street
Chicago, Illinois 60611

Instructo Products Company
1635 North 55th Street
Paoli, Pennsylvania 19130

International Film Bureau
332 South Michigan Avenue
Chicago, Illinois 60604

International Visual Education Service
300 South Racine Avenue
Chicago, Illinois 60607

Interstate Printers and Publishers
19 North Jackson Street
Danville, Illinois 61832

Iowa Department of Public Instruction
Grimes State Office Building
Des Moines, Iowa 50319

Iowa Learning Resources Center
401 Reed Street
Red Oak, Iowa 51566

Iowa State University Press
Press Building
Ames, Iowa 50010

Irvington Publishers
551 Fifth Avenue
New York, New York 10017

ITT Educational Publishing
1 Penn Plaza
New York, New York 10001

- J -

Janus Book Publishers
25825 Mission Boulevard
Hayward, California 94544

Jastak Associates, Inc.
1526 Gilpin Avenue
Wilmington, Delaware 19806

Johnson Press, Inc.
Vocational Education Division
1800 Broadway
P. O. Box 4156
Rockford, Illinois 61108

Johnson Publishing Company
Box 217
Murfreesboro, North Carolina 27855

Johnson Publishing Company
1850 South 57th Court
Box 990
Boulder, Colorado 80301

Johnson Publishing Company, Inc.
820 South Michigan Avenue
Chicago, Illinois 60605

Joint Council on Economic Education
1212 Avenue of the Americas
New York, New York 10036

Jossey-Bass, Incorporated
433 California Street
San Francisco, California 94104

- K -

Kendall/Hunt Publishing Co.
2460 Kerper Boulevard
Dubuque, Iowa 52001

Keyboard Publications, Inc.
1346 Chapel Street
New Haven, Connecticut 06511

King Features
Education Division
Department 1212
235 East 45th Street
New York, New York 10017

King Screen Productions
320 Aurora Avenue North
Seattle, Washington 98109

Klein, B., Publications, Inc.
13 Third Street
Rye, New York 10580

Knopf, Alfred A., Inc.
201 East 50th Street
New York, New York 10022

Knowledge Aid
6633 West Howard Street
Niles, Illinois 60648

- L -

Lawren Productions, Inc.
Box 666
Mendocino, California 95460

Learning Concepts
2501 North Lamar
Austin, Texas 78705

Learning Systems Company
1818 Ridge Road
Homewood, Illinois 60430

Learning Tree
934 Pearl Street
Box 1590, Department 550
Boulder, Colorado 80306

Lerner Publications Company
241 First Avenue North
Minneapolis, Minnesota 55401

Leswing Press
Box 3577
San Rafael, California 94902

Library Filmstrip Center
3033 Aloma
Wichita, Kansas 67211

Lippincott, J. B., Company
East Washington Square
Philadelphia, Pennsylvania
19105

Little, Brown and Company
34 Beacon Street
Boston, Massachusetts 02106

Long Filmstrip Service
7505 Fairmont Avenue
El Cerrito, California 94530

Lothrop, Lee and Shepard
105 Madison Avenue
New York, New York 10016

Love Publishing Company
6635 East Villanova Place
Denver, Colorado 80222

- M -

Macmillan Company
866 Third Avenue
New York, New York 10022

Manpower Administration
U. S. Department of Labor
Washington, D.C. 20210

Marquis Academic Media
200 East Ohio Street
Chicago, Illinois 60672

Marshfilm
Box 8082
Shawnee Mission, Kansas 66208

McCormick-Mathers
135 West 50th Street
New York, New York 10020

McGraw-Hill Books
1221 Avenue of the Americas
New York, New York 10020

McGraw-Hill Films
330 West 42nd Street
New York, New York 10036

McKay, David, Company, Inc.
750 Third Avenue
New York, New York 10017

McKnight and McKnight Publishing
Route 66 and Towanda Avenue
Bloomington, Illinois 61701

Media Basics
Larchmont Plaza
Larchmont, New York 10538

Media Materials, Incorporated
Department 5
2936 Remington Avenue
Baltimore, Maryland 21211

Melmont Publishers, Inc.
1224 North Van Buren Street
Chicago, Illinois 60607

Mercer Enterprises, Inc.
137 Rowayton Avenue
Rowayton, Connecticut 06853

Merchandiser Film Productions
419 Park Avenue South
New York, New York 10016

Merrill, Charles E., Books, Inc.
1300 Alum Creek Drive
Columbus, Ohio 43216

Messner, Julian
1230 Avenue of the Americas
New York, New York 10020

Michigan Employment Security Commission
Employment Service Division
7310 Woodward Avenue
Detroit, Michigan 48202

Milady Publishing Company
3839 White Plains Road
Bronx, New York 10467

Miller-Brody Productions, Inc.
342 Madison Avenue
New York, New York 10017

Milton Bradley Company
1500 Main Street
Springfield, Massachusetts 01115

Mini Productions, Inc.
192 Hyeholde Drive
Coraopolis, Pennsylvania 15108

Minnesota Department of Education
Pupil Personnel Services Section
St. Paul, Minnesota 55101

Missouri Department of Labor and Industrial Relations
Division of Employment Security
P. O. Box 59
Jefferson City, Missouri 65102

Modern Talking Picture Service
1212 Avenue of the Americas
New York, New York 10036

Monarch Press
1230 Avenue of the Americas, 12th Floor
New York, New York 10020

Morrow, William, and Company
105 Madison Avenue
New York, New York 10016

Motorola Teleprograms Inc.
4825 North Scott Street, Suite 23
Schiller Park, Illinois 60176

- N -

National Aerospace Education Association
Room 338
806 Fifteenth Street N.W.
Washington, D.C. 20005

National Archives and Record Service
National Audiovisual Center
Washington, D.C. 20409

National Art Education Assn.
1916 Association Drive
Reston, Virginia 22091

National Association of State Boards of Education
444 North Capitol Street N.W.
Washington, D.C. 20001

National Association of Trade and Technical Schools
2021 L Street N.W.
Washington, D.C. 20036

National Audio-Visual Association, Inc.
3150 Spring Street
Fairfax, Virginia 22030

National Book Company
1019 Southwest 10th Avenue
Portland, Oregon 97205

National Career Consultants, Incorporated
1300 East Arapaho Road
Richardson, Texas 75081

National Center for Audio Tapes
University of Colorado
Stadium Building, Room 319
Boulder, Colorado 80302

National Center for Career Education
University of Montana
Box 7815
Missoula, Montana 59807

National Center for Career Life Planning
Amacom
135 West 50th Street
New York, New York 10020

The National Center for Research in Vocational Education
Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

National Center for School and College TV
Box A
Bloomington, Indiana 47401

National College of Education
2840 Sheridan Road
Evanston, Illinois 60201

National Diffusion Network
Capla Assoc., Inc.
18 Overlook Avenue
Rochelle Park, New Jersey 07662

National Education Association
1201 Sixteenth Street N.W.
Washington, D.C. 20036

National Education Media, Inc.
3518 West Cahuenga Boulevard
Hollywood, California 90068

National Educational Television
10 Columbus Circle
New York, New York 10019

National Film Board of Canada
680 Fifth Avenue
New York, New York 10019

National Instructional Films
49 South Main Street
Spring Valley, New York 10977

National School Boards Assoc.
1055 Thomas Jefferson Street, N.W.
Washington, D.C. 20007

National School Public Relations Assoc.
1201 Sixteenth Street N.W.
Washington, D.C. 20036

National Tape Repository
University of Colorado
Boulder, Colorado 30302

National Textbook Company
8259 Niles Center Road
Skokie, Illinois 60077

National Vocational Guidance Association
1607 New Hampshire Avenue N.W.
Washington, D.C. 20009

Nelson, Thomas, Incorporated
405 Seventh Avenue South
Nashville, Tennessee 37203

NET Film Service
Indiana University
Bloomington, Indiana 47401

Neubacher Productions
10609 Bradbury Road
Los Angeles, California 90064

New Reader's Press
Box 131
Syracuse, New York 13210

New York State Department of Labor
370 Seventh Avenue
New York, New York 10001

New York University
Film Library
New York, New York 10003

NEWIST
P. O. Box 7711
Green Bay, Wisconsin 54303

Nightengale-Conant Corporation
The Human Resource Company
4545 Scott Avenue North
Minneapolis, Minnesota 55422

Noble and Noble Publishers
750 Third Avenue
New York, New York 10017

Northwest Regional Education Laboratory
710 Southwest Second Avenue
Portland, Oregon 97204

Norton, W. W., and Company
500 Fifth Avenue
New York, New York 10036

Nueva Learning Center
P. O. Box 1366
Burlingame, California 94010

- O -

Occupational Analysis Field Center
310 Price Place
P. O. Box 2209
Madison, Wisconsin 53701

Occupational Awareness
Box 948
Los Alamitos, California 90720

Occupational Education News
1 Fawcett Place
Greenwich, Connecticut 06830

Occupational Information Material Project
Atlanta Public Schools
224 Central Avenue S.W.
Atlanta, Georgia 30303

Occupational Outlook Service
Bureau of Labor Statistics
U. S. Department of Labor
Washington, D.C. 20212

Oceana
75 Main Street
Dobbs Ferry, New York 10522

Octameron Assoc.
Box 3437
Alexandria, Virginia 22302

Ohio Division of Guidance and Testing
State Department of Education
751 Northwest Boulevard
Columbus, Ohio 43212

Ohio State Bureau of Employment Services
145 South Front Street
Columbus, Ohio 43215

Oklahoma Department of Education
Oklahoma City, Oklahoma 73105

Olympus Publishing Company
937 East 9th Street
Salt Lake City, Utah 84105

Oregon State University Press
101 Waldo Hall
P. O. Box 689
Corvallis, Oregon 97330

Oxford Book Company
11 Park Place
New York, New York 10007

Oxford Films, Incorporated
1136 Las Palmas Avenue
Los Angeles, California 90038

- P -

Palmer Publications
25 West 45th Street
New York, New York 10036

Paperbacks for Educators
737 Knickerbacker
Manchester, Missouri 63011

Parents' Magazine Films, Inc.
52 Vanderbilt Avenue
New York, New York 10017

Park Publishing Inc.
1999 Shepard Road
St. Paul, Minnesota 55116

Parker Publishing Company, Inc.
Englewood Cliffs, New Jersey
07632

Partners in Career Education
1201 North Watson, Suite 130
Arlington, Texas 76011

Pathescope Educational Media,
Incorporated
71 Weyman Avenue
New Rochelle, New York 10802

Peacock, F. E., Publishers, Inc.
401 West Irving Park Road
Itasca, Illinois 60143

Pelican Publishing Co., Inc.
630 Burmaster Street
Gretna, Louisiana 70053

Pennant Press
8265 Commercial Street, No. 14
LaMesa, California 92041

Penney, J.C., Company
Educational and Consumer
Relations
1301 Avenue of the Americas
New York, New York 10019

Perfect Film and Chemical Corp.
Independence Square
Philadelphia, Pennsylvania
19106

Perma Bound
Vandalia Road
Jacksonville, Illinois 62650

Pflaum/Standard
c/o CEBCO Standard Publishing
9 Kulick Road
Fairfield, New Jersey 07006

Pitman Learning
6 Davis Drive
Belmont, California 94002

Polk, R. L., and Company
777 Third Avenue
New York, New York 10017

Popular Science Audio Visuals
5235 Ravenswood Avenue
Chicago, Illinois 60640

Potomac Films
2214 M Street N.W.
Washington, D.C. 20037

Prakken Publications Inc.
416 Longshore Drive
Ann Arbor, Michigan 48107

Prentice-Hall, Incorporated
Englewood Cliffs, New Jersey
07632

Princeton Institute for Education and Career Research
Princeton University
Princeton, New Jersey 08540

Proctor and Gamble Company
301 East 6th Street
Cincinnati, Ohio 45202

Programmed Learning Aids
National
1307 West Markham
Little Rock, Arkansas 72201

Public Affairs Pamphlets
381 Park Avenue South
New York, New York 10016

Public Affairs Press
419 New Jersey Avenue S.E.
Washington, D.C. 20001

Putnam's, G. P., Sons
200 Madison Avenue
New York, New York 10016

- Q -

Q-ED Productions
Division of Cathedral Films
2921 West Alameda Avenue
Burbank, California 91505

Quest Productions, Inc.
630 Ninth Avenue, Room 501
New York, New York 10036

- R -

Radim Films
220 West 42nd Street
New York, New York 10036

Radio House
University of Texas Press
Box 7819, University Station
Austin, Texas 78712

Random House
400 Hahn Road
Westminister, Maryland 21157

RCA Records
Camden, New Jersey 08108

Real World
Department 1347
235 East 45th Street
New York, New York 10017

Reelife Productions
1809 Via Visalia
Palo Verdes Estates, California 90275

Regents Publishing Company
2 Park Avenue South
New York, New York 10016

Regnery, Henry, Company
Regnery/Gateway, Inc.
Box 207
South Bend, Indiana 46624

Research for Better Schools
1700 Market Street, Suite 1700
Philadelphia, Pennsylvania 19103

Research Press Company
Box 317730
Champaign, Illinois 61820

Reynolds Metal Company
6601 Broad Street Road
Richmond, Virginia 23261

Richards Rosen Press
29 East 21st Street
New York, New York 10010

ROA Films
1696 North Astor Street
Milwaukee, Wisconsin 53202

Ronald Press Company
605 Third Avenue
New York, New York 10016

Rusten Film Associates
6250 Wayzata Boulevard
Minneapolis, Minnesota 55416

- S -

S. L. Film Productions
5126 Hartwick Street
Los Angeles, California 90041

Sadlier-Oxford
11 Park Place
New York, New York 10007

Sams, Howard W., and Company, Incorporated
4300 West 62nd Street
Indianapolis, Indiana 46268

San Diego County Department of Education
Audio Visual Service
San Diego, California

Schocken Books
200 Madison Avenue
New York, New York 10016

Scholastic Books Services
904 Sylvan Avenue
Englewood Cliffs, New Jersey 07632

Science and Mankind, Inc.
Communications Park
Box 200
White Plains, New York 10602

Science Research Associates
259 East Erie Street
Chicago, Illinois 60611

Scott, Foresman and Company
1900 East Lake Avenue
Glenview, Illinois 60025

Screen Scope, Incorporated
3518 P Street
Washington, D.C. 20007

Scribner's, Charles, Sons
597 Fifth Avenue
New York, New York 10017

The Seabury Press
815 Second Avenue
New York, New York 10017

Sextant Systems, Inc.
3028 North 34th Street
Milwaukee, Wisconsin 53210

Sheldon, E. H., and Company
Muskegon, Michigan 49443

Sigma Films
P. O. Box 1235
11717 Ventura Boulevard
Studio City, California 91604

Silver Burdett Company
250 James Street
Morristown, New Jersey 07960

Simile II
218 Twelfth Street
Del Mar, California 92014

Simon and Schuster, Inc.
630 Fifth Avenue
New York, New York 10020

Smithsonian Museum Service
Smithsonian Institution
Washington, D.C. 20560

Social Studies School Service
10,000 Culver Boulevard
Department 35
Box 802
Culver City, California 90230

Society for Visual Education
1345 Diversey Parkway
Chicago, Illinois 60614

South-Western Publishing Co.
5101 Madison Road
Cincinnati, Ohio 45227

Southwest Iowa Learning Resources Center
401 Reed Street
Red Oak, Iowa 51566

Sportshelf and Soccer Assoc.
Box 634
New Rochelle, New York 10802

Stanton Films
7934 Santa Monica Boulevard
Los Angeles, California 90046

Stanwix House, Inc.
3020 Chartiers Avenue
Pittsburgh, Pennsylvania 15204

Steck-Vaughn Company
Box 2028
Austin, Texas 78768

Sterling Films
43 West 61st Street
New York, New York 10023

Success Motivation Institute
P. O. Box 7614
Waco, Texas 76710

Success Research Consultants, Incorporated
17055 Oak Park Avenue
Tinley Park, Illinois 60477

Sunburst Communications
41 Washington Avenue, Suite 91
Pleasantville, New York 10570

- T -

TAPES Unlimited
Division of Education Unlimited Corporation
13001 Puritan Avenue
Detroit, Michigan 48227

Taplinger Publishing Company
200 Park Avenue South
New York, New York 10003

Taylor Publishing Company
Newsfoto Education Division
Box 1392
San Angelo, Texas 76902

Teachers College Press
Columbia University
1234 Amsterdam Avenue
New York, New York 10027

Teaching Resources Corporation
100 Boylston Street
Boston, Massachusetts 02116

Technical Education Research Centers
44 Brattle Street
Cambridge, Massachusetts 02138

Telecine Studios
111 Euclid Avenue
Park Ridge, Illinois 60068

Ten Speed Press
Box 7123
Berkeley, California 94707

Texas State Department of Education
Capitol Station
Austin, Texas 78711

Thiokol
Educational Development Operations
P. O. Box 1619
Ogden, Utah 84402

3M Company
Visual Products Division
2501 Hudson Road
St. Paul, Minnesota 55119

Time Share Corporation
Box 683
Hanover, New Hampshire 03755

Trident Press
630 Fifth Avenue
New York, New York 10020

Troll Associates
320 Route 17
Mahwah, New Jersey 07430

- U -

Ungame Company
Building 2D
14440 South State College Boulevard
Anaheim, California 92806

United Artist Television
555 Madison Avenue
New York, New York 10022

U. S. Air Force Headquarters
Recruiting Service
Randolph Air Force Base, Texas 78148

U. S. Army
Army Opportunities
Hampton, Virginia 23669

U. S. Department of Agriculture
Washington, D.C. 20250

U. S. Department of Labor
Manpower Administration
Washington, D.C. 20402

U. S. Government Printing Office
Superintendent of Documents
Washington, D.C. 20402

United Transparencies Inc.
P. O. Box 688
Binghamton, New York 13902

United World Films, Inc.
221 Park Avenue South
New York, New York 10003

Universal Education and Visual Arts
221 Park Avenue South
New York, New York 10003

Universities and Colleges of Canada
151 Slater Street
Ottawa 4, Canada

University of California
Extension Media Center
Berkeley, California 94720

University of Colorado
Bureau of Audio Visual Instruction
Boulder, Colorado 80302

University of Florida Press
15 Northwest 15th Street
Gainesville, Florida 32601

University of Illinois
Visual Aids Service
704 South 6th Street
Champaign, Illinois 61820

University of Minnesota
Department of Audio-Visual Extension
2037 University Avenue S.E.
Minneapolis, Minnesota 55455

University of Missouri-Columbia
Instructional Materials Laboratory
8 Industrial Education Building
Columbia, Missouri 65201

University of Oklahoma
Norman, Oklahoma 73069

University of Southern California
Film Distribution Section
Division of Cinema
University Park
Los Angeles, California 90007

University of Wisconsin-La Crosse
Film Library, Audio Visual Center
La Crosse, Wisconsin 54601

University of Wisconsin
964 Educational Sciences Building
1025 West Johson Street
Madison, Wisconsin 53706

- V -

Valiant Instructional Materials Corporation
237 Washington Avenue
Hackensack, New Jersey 07602

Van Nostrand Reinhold
135 West 50th Street
New York, New York 10020

Vanguard Systems, Inc.
4210 Johnson Drive, Suite 301A
Shawnee Mission, Kansas 66205

Viking Press, Incorporated
625 Madison Avenue
New York, New York 10022

Visual Aids Service
Division of University Extension
University of Illinois
Champaign, Illinois 61822

Visual Education Consultants
2066 Helena Street
Madison, Wisconsin 53701

Visual Education Corporation
14 Washington Road
Box 2321
Princeton, New Jersey 08540

Visual Materials, Inc.
Redwood City, California 94063

Vocational Biographies Inc.
P. O. Box 146
Sauk Centre, Minnesota 56378

Vocational Films
111 Euclid Avenue
Park Ridge, Illinois 60068

Vocational Foundation, Inc.
44 East 23rd Street
New York, New York 10010

Vocational Guidance Manuals
c/o National Textbook Company
8239 Niles Center Road
Skokie, Illinois 60076

Vocational Guidance Series
1371 Reynolds Avenue
Santa Ana, California 92705

Vocational Media
4000 West 6th Street
Tustin, California 92680

Vocational Psychology Research
Department of Psychology
University of Minnesota
Minneapolis, Minnesota 55455

Vocational-Technical Learning Materials
Bro-Dart
1609 Memorial Avenue
Williamsport, Pennsylvania 17701

Vocations for Social Change
107 South Street
Boston, Massachusetts 02111

- W -

Wadsworth Publishing Company
10 Davis Drive
Belmont, California 94002

Walch, J. Weston, Publishing
321 Valley Street
Box 658
Portland, Maine 04104

Walck, Henry Z., Inc.
2 Park Avenue
New York, New York 10016

Wallace Puppet Films
Distributor of Athena Films
165 West 46th Street
New York, New York 10036

Warne, Frederick, and Company
2 Park Avenue
New York, New York 10016

Warner Brothers - Seven Arts
2000 Warner
Burbank, California 91505

Warp Publishing
325 North Colorado Avenue
Box 270
Minden, Nebraska 68959

Washington State University
Audio Visual Center
Pullman, Washington 99163

Watson-Guptill Publications, Incorporated
1 Astor Plaza
1515 Broadway
New York, New York 10036

Watts, Franklin, Inc.
730 Fifth Avenue
New York, New York 10019

Western Psychological Services
12031 Wilshire Boulevard
Los Angeles, California 90025

Western Publishing Company
850 Third Avenue
New York, New York 10022

Westinghouse Learning Corporation
5005 West 110th Street
Oak Lawn, Illinois 60453

Westminster Press
Box 718, William Penn Annex
Philadelphia, Pennsylvania 19105

Whitman, Albert, and Company
560 West Lake Street
Chicago, Illinois 60606

Wiley, John, and Sons, Inc.
605 Third Avenue
New York, New York 10016

Winston Press
430 Oak Grove, Suite 203
Minneapolis, Minnesota 55403

Wisconsin Board of Vocational, Technical and Adult Education
137 East Wilson Street
Madison, Wisconsin 53702

Wisconsin Department of Public Instruction
126 Langdon Street
Madison, Wisconsin 53702

Wisconsin Division of Health
Film Library
P. O. Box 309
Madison, Wisconsin 53701

Wisconsin State Employment
Service
Occupational Analysis Field
Center
310 Price Place
Madison, Wisconsin 53705

Wisconsin Vocational Studies
Center
University of Wisconsin
321 Education Building
Box 49
Madison, Wisconsin 53706

Women on Words and Images
Box 2163
Princeton, New Jersey 08540

World Book Encyclopedia
510 Merchandise Mart Plaza
Chicago, Illinois 60654

- X -

Xerox Education Publications
245 Long Hill Road
Middletown, Connecticut 06457

Xerox Learning Systems
1 Pickwick Plaza
Greenwich, Connecticut 06830

Xerox Publishing Division
1200 High Ridge Road
Stamford, Connecticut 06905

- Y -

Young America Filmstrips
McGraw-Hill Book Company
330 West 42nd Street
New York, New York 10036

Young People's Records
Children's Record Guild
100 Sixth Avenue
New York, New York 10003

SOURCES OF FREE OR FREE LOAN MATERIALS

Sources used in compiling information include:

Berger, James L., editor. Educators Guide to Free Audio and Video Materials. 26th edition. Educators Progress Service, Inc., Randolph, Wisconsin, 1979.

DuVall, Charles R., editor. Educators Index of Free Materials. 88th edition. Educators Progress Service, Inc., Randolph, Wisconsin, 1979.

Free and Inexpensive Learning Materials. 18th edition. Office of Educational Services, George Peabody College for Teachers, Nashville, Tennessee, 1976.

Horkheimer, Mary Foley and Diffor, John C., editors. Educators Guide to Free Films. Educators Progress Service, Inc., Randolph, Wisconsin, 1979.

National Information Center for Educational Media (NICEM). Index to Free Educational Material-Multimedia. University of Southern California, Los Angeles, California, 1978.